

TERMS OF REFERENCE FOR EMERGENCY (SURGE) MISSIONS

Title: Information Manager – WASH Working Group
Reports to: WASH Working Group Coordinator with technical exchanges with UNICEF
WASH Programme Manager.
Duration: Three month deployment with a possibility to extend to six months
Location: _____

BACKGROUND

In the 2010 update of the Core Commitments for Children (CCCs) is the explicit commitment that *appropriate and experienced staff and personnel with relevant deployment training are provided and rapidly deployed, that focus on action in the first eight critical weeks of humanitarian response and provide guidance for action beyond that, moving towards defined benchmarks.*

On **02-Sep-19**, there was **Press F9 to describe event** which affects **Press F9 to insert number** people.

PURPOSE

Under the supervision and direction of the WASH Cluster Coordinator/Deputy WASH Cluster Coordinator and permanent technical coordination with the head of WASH UNICEF Programme and other WASH WG technical coordinators responsible for support WASH cluster partners in the assessment and analysis of water-specific related issues and in the definition of strategies and plans to overcome needs as part of the overall response in the WASH sector. In support of the national government, as appropriate act as interface between humanitarian WASH partners and duty bearers in issues related to ensure affected population have access to safe drinking water.

MAIN RESPONSIBILITIES AND TASKS

- Maintain updated contact information of all/most relevant humanitarian WASH partners and stakeholders as well as relevant partners from other sectors/coordination platforms.
- Compile and keep up-to-date information on humanitarian WASH partners and stakeholders, their capacities and interventions 4 W (including information on Who, What, Where and When), as well as support the identification of needs and gaps through the development and implementation of mapping tools and systems.
- Support humanitarian WASH partners and stakeholders to allow consistency and comparability on their needs assessments and analysis through the development and/or adaptation of existing IM tools, including those available in country (including from other clusters/coordination platforms) and global level. Liaise with humanitarian WASH partners and stakeholders to ensure proper use of these tools and reporting of data.
- Support the assessment capacities among humanitarian WASH partners and stakeholders to cover identified needs and develop capacity building plans to overcome the existing gaps.
- Ensure data from humanitarian WASH partners and stakeholders is periodically and consistently collected in a way that allows comparability and compatibility, and is timely available for analysis and decision making, including the development of IM systems and tools as appropriate.
- Ensure information is timely disseminated, and in a way that is easy to understand and use, among humanitarian WASH partners and stakeholders as well as with other sectors, donors and civil society, through information sharing systems such as mailing lists, web-based discussion groups, websites, etc.
- Anticipate information needs and suggest appropriate tools or products to meet the needs of humanitarian WASH partners and stakeholders.
- Ensure links are with existing information systems in the WASH sector, allowing compatibility with WASH cluster information management tools as appropriate.
- Contribute to build capacities among governmental and other national and local partners and stakeholders as per issues related to information management

- Contribute to the reporting of WASH sectoral outcomes through the systematization and provision of consolidated up-to-date information.
- Coordinate with other sections working group to ensure complementarity and cross-sectoral analysis of information, such as the provision of WASH services in institutions (schools, health centers, etc.)
 - Monthly Dashboard with WASH sector key situation facts, progress against Sector Plan goals using sector key 5 indicators and WASH Sector WG milestones status.
 - Support UNICEF WASH Programme in anything linked to its Performance Monitoring and Reporting responsibilities as Sector Working Group member.
 - Ensure adequate representation of WASH sector at Information Management Working Group.
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MINIMUM QUALIFICATIONS AND COMPETENCIES

- Advanced university degree or equivalent experience in library or geographic sciences, including information technology and statistics
- Ability to develop systems and tools for Information Managers to present information in multiple formats
- Advanced knowledge on mapping tools and map making process
- Strong knowledge of GIS/cartographic outputs
- A minimum of 5 years of experience with either the UN and/or NGO
- Fluency in Spanish and English (verbal and written). Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language an asset.