

## TERMS OF REFERENCE

### WASH Information Management Specialist, *Select: P3/P4*

Home-based, *to support* coordination activities for the Latin America and Caribbean Regional Platform including direct support to national coordination platforms

**Reports to:** WASH Specialist, Regional

**Duration:** From June 8, 2020 to *September 8, 2020*

### BACKGROUND

The cluster approach ensures clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organizations and better defining their roles and responsibilities within the different sectors of the response. It aims to make the international humanitarian community better organised and more accountable and professional, so that it can be a better partner for the affected people, host governments, local authorities, local civil society and resourcing partners.

A well-run coordination platform including Information Management is a formal deliverable of the Cluster Lead Agency and forms a part of the agency's work. UNICEF, as highlighted in their Core Commitments for Children in Humanitarian Action, is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in assigned clusters and sectors.

In the context of COVID-19 pandemic, the whole Latin America and Caribbean region is affected requiring UNICEF and host government's leadership in WASH sector coordination to address the needs of affected population. The WASH coordination platforms vary across countries in the region and require different levels of support. The Regional WASH Coordination Group led by UNICEF LACRO and hosting the IM Specialist needs to cater for the specific needs of the country WASH platforms remotely.

The Regional WASH LAC group led by UNICEF entails partners working at a regional and national level. The stakeholders range from UNICEF staff, to national coordinators and co-leads such as the government, and members such as local and international organizations. The group has met on a quarterly basis, has a new website and basic contact lists.

### PURPOSE

The purpose of this post is to provide direct IM support from the Regional WASH Group led by UNICEF to the national WASH platforms that have identified specific IM support needs and others that may come up.

### RESPONSIBILITIES

The post holder is responsible for all WASH Information Management responsibilities including:

- Manage and organize online meeting platforms, setting up of websites, drives and other online platforms
- Set up real time monitoring including with MicrosoftBI
- Respond to the coordination platform participants' needs for information for the different national platforms at stake.
- Adapt existing regional or in-country information management approaches for collecting, analysing and reporting activities and resources, and identifying information gaps
- Work in close collaboration with the different national platforms to address urgent needs related to COVID-19 response
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Maintain regular reporting from coordination participants, including 5Ws ('Who does What, Where, When and for Whom?' databases).
- Support the estimation of spatial and temporal gaps, overlaps and coverage of platform activities and projects.
- Work with members/ participants to identify information gaps at regional, national and sub-national levels and propose ways to bridge those gaps
- Work with the OCHA Information Management Specialist at regional and national level via the national coordination leads to develop appropriate supportive strategies and provide the support already identified.
- Use GIS mapping for map production and geographic data management as well as for risk and priority mapping
- Adopt and promote the use of global standards for information management for inter-operability.

- Manage flows of information and dissemination in an appropriate way, including website management.
- Manage an inventory of relevant documents on the humanitarian situation.
- Support the development and analysis of needs assessment and monitoring programmes
- To provide information management leadership in assessments and monitoring, including joint assessments and training.
- Develop and strengthen information management capacity through the training
- Contribute to the core cluster and sector coordination functions

### **Core cluster/coordination functions:**

1. Supporting service delivery
  - 1.1. Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
  - 1.2. Develop mechanisms to eliminate duplication of service delivery
2. **Informing strategic decision-making of the HC/HCT for the humanitarian response**
  - 2.1. **Needs assessment and gap analysis (across other sectors and within the sector)**
  - 2.2. **Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.**
  - 2.3. **Prioritization, grounded in response analysis**
3. **Planning and strategy development**
  - 3.1. **Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities**
  - 3.2. **Application and adherence to existing standards and guidelines**
  - 3.3. **Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)**
4. Advocacy
  - 4.1. Identify advocacy concerns to contribute to HC and HCT messaging and action
  - 4.2. Undertaking advocacy activities on behalf of cluster participants and the affected population
5. **Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary**
6. Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
7. Accountability to affected populations

## **ACCOUNTABILITY**

The post holder is accountable to:

- Regional WASH Specialist who coordinates the Regional WASH Sector Group and will in turn ensure that the post holder is provided with all necessary support and guidance
- WASH Cluster and coordination platform leads and co-leads at national level as well as their participants, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)
- Inter-cluster coordination bodies established by the HCT/UNOCHA at the specific countries
- Affected populations through agreed mechanisms

## **COMPETENCIES**

### **Core competencies:**

- Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
- Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform
- Demonstrates commitment to Humanitarian Principles - [https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples\\_eng\\_June12.pdf](https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf)
- Demonstrates commitment to Principles of Partnership - <http://www.globalhumanitarianplatform.org/doc00003804.doc>
- Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy
- Demonstrates commitment to the cluster and independence from employing organisation
- Builds, motivates and leads information management team

## **Technical competences**

Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants at regional, national and sub-national level; understand their cluster-specific information management needs.

Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); online platforms for webinars, calls, and drives and websites, proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; knowledge of establishing and managing basic websites (e.g. UNOCHA's Humanitarian Response platform); proven skills in using GIS and map-making packages, and in web design and software development are an asset

## **Languages**

The post holder will speak English and Spanish fluently.

## **Time availability**

The post holder will need to be available to work from 8am-5pm (Panama timezone) to work closely with the countries at stake.

## **QUALIFICATIONS & EXPERIENCE**

### **Qualifications**

University degree, preferably at an advanced level, in a subject area relevant to information management or WASH related studies including civil and environmental engineering, public health and related subjects

Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.

Formal training in cluster information management an advantage

### **Experience**

At least 7/10 years progressively responsible humanitarian work experience with UN and/or NGO, including information management experience in the first phase of a major emergency response relevant to the cluster

Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.

*Marie-France Bourgeois*

Regional Emergency Advisor, a.i.  
LACRO,  
27th May 2020