

TERMS OF REFERENCE

WASH Information Management Specialist, *Select: P3*

Home-based, to support coordination activities of Nicaragua national WASH platform and UNICEF WASH

Reports to: WASH focal point at UNICEF country office

Duration: From December 10, 2020 until June 10, 2021

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, central America has been impacted by Eta hurricane/storm requiring UNICEF and host government's leadership in WASH sector coordination to address the needs of the affected population. The WASH coordination platform in Nicaragua is done with RASNIC who is composed of national and international NGOs with activities in the WASH sector. RASNIC is the organization officially accountable for coordination in agreement with the Government of Nicaragua.

PURPOSE

The purpose of this post is to manage the collection, analysis and sharing of information that is important for the National WASH coordination structure to make informed (evidence based) strategic decisions at national and sub national levels.

RESPONSIBILITIES

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

- Respond to the coordination platform participants' needs for information.
- 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 sub-national platforms to address urgent needs related to COVID-19 and Eta's 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 national and sub-national levels and propose ways to bridge those gaps
- Where existing, work with the OCHA Information Management Specialist at national level to develop appropriate supportive strategies.
- Use GIS mapping for map production and geographic data management
- 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.
- Lead on the preparation of SitRep inputs with emphasis on plans, targets and achievements.
- Develop and strengthen information management capacity through training

- Contribute to the core cluster and sector coordination functions
- Liaise regularly with the regional Information Manager of UNICEF/WASH LAC Group and participate in the regional IM meetings.
- Follow up targets and goals established in Response Plans
- Maintain close contact with the cluster members for gathering data
- Analyse and present data in Cluster Meetings

Core cluster/coordination functions:

1. Supporting service delivery

1.1. Use or provide a platform to ensure that service delivery is driven by the agreed strategic priorities, that is sustainable, coherent with other platforms, and that may be shared interagency.

1.2. Develop mechanisms to eliminate duplication of service delivery

1.3 Support development and follow up of PIN and CHIN, including the local level

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:

- National WASH Specialist/focal point who coordinates 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
- 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
- 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 and national level; understand their cluster-specific information management needs.

Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); 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 and write fluently in **Spanish**.

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.