

# TERMS OF REFERENCE

<b>Title</b>	:	WASH Cluster Information Management Officer
<b>Type of Contract</b>	:	Stand-by partner
<b>Level</b>	:	P3
<b>Duty Station</b>	:	Ouagadougou, Burkina Faso
<b>Supervisor</b>	:	WASH Cluster Coordinator, P3
<b>Duration</b>	:	06 months
<b>Start Date</b>	:	1 July 2022

## BACKGROUND

Since early January 2019, the humanitarian situation in Burkina Faso has further deteriorated. The number of IDP has unprecedentedly increased (mostly in Sahel and Centre-Nord regions) due to increased attacks by armed groups. To date (February 2022), a total of 1,8 million IDPs have been registered. It is estimated that 2,5 million people are in urgent need of humanitarian WASH assistance.

Access for humanitarian actors to the emergency-affected zones are rapidly decreasing, undermining timely scale-up of humanitarian assistances. The current humanitarian situation together with reduced domestic resource allocation to social sectors is putting a significant pressure on already limited access to quality basic social services among population.

The current emergency context requires UNICEF and partners to quickly operationalize the emergency coordination system to expand multi-sectoral humanitarian responses. UNICEF plays a crucial role in sectoral coordination in emergency as the lead agency in three sectors and one sub sector (Education, WASH, nutrition, and Child protection). The Country Office (CO) is hiring additional human resource to reinforce the office's capacity in emergency response and coordination.

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.

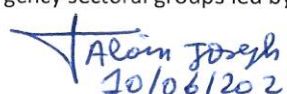
## PURPOSE

The Information Manager (IM) is a core part of the WASH Cluster Coordination team. The post facilitates information and knowledge management/exchange within the Sectors led by UNICEF, implementing partners to enhance the emergency response, humanitarian situation analysis/updates and humanitarian performance monitoring/reporting. The purpose of this post is to support the WASH Cluster coordinator to manage the collection, analysis and sharing of information and data that is important for the CO and for the UNICEF led sectors to make informed (evidence based) strategic decisions regarding the emergency response. Systems facilitating the collection of information as well as analysis, reporting, and sharing will be the responsibility of the IM. The IM will be expected to either adapt or maintain existing systems, and in some cases suggest alternative approaches based on common templates available at the global level.

## KEY EXPECTED RESULTS

Within the delegated authority and under the given organizational set-up, under the supervision of WASH Cluster Coordinator and Emergency IM Specialist, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results:

- Respond to the sectors needs for information/data related with the emergency.
- Adapt existing in-country IM approaches for collecting, analyzing and reporting Sectors/sub-sector activities and resources, and identifying information gaps, related with the emergency.
- Provide technical Information Management support to Needs Assessment processes, specifically in data collection, processing/collation and analysis.
- Support the high frequency humanitarian reporting from Sector/Sub-sector participants, including humanitarian performance monitoring and 5Ws ("Who does What, Where, When and for Whom?" databases).
- Train field staff on the use of data collection forms, how to enter data and how to analyze it.
- Work with the OCHA and UNICEF IM Specialist to develop appropriate data/information visualization strategies of the current emergency and responses using tools such as GIS mapping for map production/ geographic data management Manage flows of information and dissemination in an appropriate way, including website management.
- Manage an inventory of relevant documents on the humanitarian situation.
- Share sector data with partners.
- Provide IM leadership in assessments and monitoring, including joint assessments and training.
- Develop and strengthen IM capacity through the training of CO colleagues and partners including the Government counterparts (with focus on the emergency sectoral groups led by UNICEF)

  
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- Ensure that there is effective communication, reporting, engagement, and coordination between the national and sub-national levels for UNICEF and the sectors.

### QUALIFICATIONS & EXPERIENCE

#### Education:

- A university degree in a subject area relevant to data, information management, geographic information systems, information technology, statistics or relevant disciplines is required.

#### Experience:

- A minimum of one year of professional work experience at national and international levels is required.
- Proven experience in management of data projects that combine innovative and practical dimensions.
- Demonstrated outstanding analytical skills, and ability to perform well under pressure.
- Advanced knowledge of MS Excel including pivot table, data analysis, graphic visualization, etc.
- Advanced knowledge in using mapping and data visualization tools (e.g. ArcMap, Tableau, Power BI)
- Strong understanding of result-based monitoring approach, understanding of the project cycle management.
- Good understanding of humanitarian approach, humanitarian reform, transformative agenda, and roles of each humanitarian actor (Government, UNOCHA, sectors, organizations)
- Good understanding of Sectors/Clusters coordination in emergencies to be able to engage with sector participants and understand sector specific IM needs.
- Experience in the international development work with an UN agency or a NGO is an asset.
- Formal training in cluster Information Management (IM) is considered an asset.
- Knowledge and experience of the use of mapping tools is an advantage.

#### Language requirements:

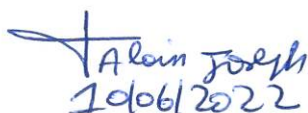
- Fluency in French and working knowledge of English is required.

### COMPETENCIES

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.

Prepared by: <b>Martina Rama</b> <b>WASH Cluster Coordinator</b>	Signature: 	Date: 02/06/2022
Reviewed by: <b>Kader Diarra</b> <b>HR Specialist</b>	Signature: 	Date: 02/06/2022
Certified by: <b>Ahmedou Behah</b> <b>Chief WASH</b>	Signature: 	Date: 02-06-2022
Endorsed by: <b>James Mugaju</b> <b>Deputy Representative</b>	Signature: 	Date: 2/6/2022
Approved by: <b>Sandra Lattouf</b> <b>Representative</b>	Signature: 	Date: 3/6/22

  
Alain Joseph  
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