

**Term of References for**

**NATIONAL INFORMATION MANAGEMENT OFFICER – GBV Sub Sector**

**(Individual Consultant)**

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| **TERMS OF** **REFERENCE (to be completed by Hiring Office)** |
| *Hiring Office:* | UNFPA- Cox Bazar Sub Office  |
| *Purpose of consultancy:* | **Background**Since August 2017, targeted violence against Rohingya communities in Rakhine State, Myanmar has forced over 728,000 people to flee into Bangladesh. More than half of these new arrivals are women and girls. Refugees - especially women and girls - are disproportionately affected by GBV in many forms including rape, conflict-related sexual violence, intimate partner violence, sex trafficking and commercial sexual exploitation, child and forced marriages, sexual exploitation, survival sex, and forced engagement in the drug and sex trades. In the aftermath of the emergency, the international community launched a robust response to address the needs of the displaced Rohingya. Considerable resources were allocated by international donors to combat GBV, and numerous service providers arrived on the scene to launch a broad range of GBV response and prevention activities. Given the complex nature of GBV, and to ensure that response and prevention activities are streamlined, complementary, and reach the most vulnerable, the GBV Sub-sector (GBV SS) was established in 2017 to serve as a coordination mechanism that supports a multi sectoral, multi-disciplinary, and multi-level approach. Led by UNFPA, the GBV SS works alongside Child Protection Sub Sector (led by UNICEF), within the Protection Sector (led by UNHCR), and under the Inter-Sector Coordination Group (ISCG). The GBV SS includes over 50 partners from United Nations Agencies (UN), INGOs, NNGOs, the Ministry of Women and Children Affairs (MOWCA), and the Ministry of Health (MOH). Collectively, these partners provide services in 106 Service points in 34 camps & 11 Host Communities. In addition to coordinating GBV prevention and response activities, the GBV SS provides training that builds the capacity of GBV service providers and other stakeholders to deliver quality care in line with best practices and Inter-Agency Minimum Standards for GBV in Emergency settings. The GBV SS also ensures the active participation of affected communities in GBV awareness raising, response, prevention and risk mitigation with humanitarian and government actors.UNFPA is currently recruiting a National Information Management Officer (IMO) to join the GBV SS Coordination Team. He/she will serve under the direct supervision of the GBV SS Coordinator, and will be responsible for managing all data collection and monitoring and evaluation activities on behalf of the GBV Sub-Sector Coordination unit. The IMO will also be responsible for strengthening the capacity of UNFPA and GBVSS partners in coordination, advocacy, ethical and safe data collection and management, and information sharing. |
| *Scope of work:**(Description of services, activities, or outputs)* | *The duties of the national GBV SS IMO include:* 1. **Data Collection and Management**
* In line with WHO Ethical and Safety Recommendations, engage in data analysis to identify and monitor GBV trends and patterns, and ensure this information this readily available when needed.
* Compile qualitative and quantitative weekly reports, monthly reports, situational reports and 5W's progress reports for the GBV Subsector.
* Train and mentor UNFPA partners on safe and ethical data collection, storage, and analysis practices that comply with the GBVIMS/Premerio and Information Sharing Protocol.
* Design GBV programmatic data collection forms, ensuring that the purpose and use of all data collected is clear, and questions are concise, collectable and easily analyzed.
* Organize and manage the data input and initial analysis and presentation of data to the GBV Sub-sector and in donor and JRP reports.
* Support partners in ethical and safe data collection practices for the purpose of inter- agency reporting and during project planning and implementation activities.
* Liaise with ISCG and IM Focal Points in other sectors; share information as appropriate, and identify and gather information from other clusters to inform GBV response and preparedness decisions.

**2. Programme Support:*** In consultation with sub-sector partners, identify key humanitarian IM products, develop/adapt templates for collecting this information, and support partners in producing a consolidated IM product on a periodic basis
* Support ISCG and GBV SS Team in mapping all current and potential actors including government, national and international humanitarian organizations, national institutions, the private sector through provision of regular inputs/updates to the sector 5 W’s (Who, What, Where, When and for Whom) matrix.
* Facilitate information flow between the sub-sector partners by clearly outlining how data is collected, collated and analyzed, and facilitate the identification of geographic and programmatic information gaps.
* Assist in developing mechanisms to eliminate duplication of service delivery
* Support the GBV SS team in organizing and participating in regular coordination meetings aimed at information sharing between all humanitarian partners.
* Develop/adapt and roll out monitoring and reporting system for the GBV sub-sector, in line with the GBV SS Strategy.
* Review the system each time the GBV Strategy is modified to ensure that the system is able to capture newly identified indicators.

**3. Web development and maintenance*** In consultation with partners, identify what information should be stored on the website and what should be shared via other means due to sensitivity.
* Review and maintain the GBV SS webpage by uploading relevant documents and information.
* In case the website needs to be restructured, take a lead role by communicating any website issues to ISCG and requesting their support as needed.

**4. Informing advocacy and strategic decision-making of the ISCG for the humanitarian response*** Provide IM support for the preparation of the HNO and GBV situation analysis. By the use of GIS for geographic data management, analysis and production, compile the data and create maps in a timely manner and as needed.
* Work with sub-sector partners to keep and maintain an up-to-date database for programming and advocacy.
* Support the GBV SS in developing regular district/camp level data and information based on agreed outputs, and share this information with stakeholders through a website or similar means e.g. through dashboards and newsletters or bulletins.
* Where applicable, participate in and represent the interests of GBV SS at the Inter-sector IMWG.

**8.) Other*** Undertake other relevant tasks as requested
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| *Duration and working schedule:* | 6 months |
| *Place where services are to be delivered:* | The Consultant will work at UNFPA office in Cox’s Bazar. |
| *Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):* | **Deliverables*** Specific work plan
* Monthly reports
* Mission reports
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| *Monitoring and progress control, including reporting requirements:* | Progress will be monitored on a monthly basis, sharing electronic updates against terms of reference and deliverables. |
| *Supervisory arrangements:*  | The National GBV SS IMO will work under the direct supervision of the GBV SS Coordinator, Cox’s Bazar and the overall guidance of the UNFPA Head of Sub-Office, Cox’s Bazar. |
| *Expected travel:* | Occasional travel may be necessary to partner offices, training venues, and/or Rohingya Refugee Camps in the Cox’s Bazar district |
| *Required expertise, qualifications and competencies, including language requirements:* | **Education:*** Advanced degree in Gender Studies, Computer Science, Media, Public Health, Social Sciences or any discipline related to Information Management.

**Qualifications and Experience*** Minimum of two years professional experience in Information Management in an emergency humanitarian context.
* Knowledge of the sub-sector approach, UN System, and NGO humanitarian community.
* Demonstrated information management skills, and knowledgeable about different data collection methodologies.
* Able to analyze and synthesize large amounts of quantitative and qualitative information into concise, effective resources for decision-making and advocacy purposes.
* Proficiency in Excel and other data analysis tools, desktop editing and publishing software
* Outstanding understanding of issues related to confidentiality, data safety/security and other ethical concerns related to the sharing of sensitive data between humanitarian agencies.
* Demonstrated understanding of the survivor-centered approach to GBV programming, particularly in the context of information management (i.e. GBVIMS training)
* Excellent interpersonal and communication skills (written and oral): the ability to successfully and effectively liaise with people in a wide range of functions in a multi-cultural environment
* Capable of working productively in a team environment as well as independently, and able to handle requests from the GBV SS and partner with limited support and direction.
* Experienced in developing and facilitating workshops.

**Values:*** Exemplifying integrity, and zero tolerance of harassment and abuse of authority
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change

**Achieving results*** Being accountable
* Developing and applying professional expertise/business acumen
* Thinking analytically and strategically
* Workings in teams/managing ourselves and our relationships
* Communicating for impact

**Functional Skill Set:*** Developing ICT standards and applications
* Ensure facilities and assets management
* Documentation skills are essential

**Languages:** * Fluency in oral and written English and Bangla is essential. Knowledge of local language is an asset.
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| *Inputs / services to be provided by UNFPA or implementing partner:* | *Office space:* The Consultant will be provided with a workspace at the UNFPA office in Cox’s Bazar. The Consultant will be provided with office vehicle support or the actual cost of transportation whilst working on mission and whilst traveling for official purposes in Cox’s Bazar. |
| *Payment Instruction:*  | The Consultant will be paid on a monthly basis upon satisfactory approval of the supervisor.  |
| *Level of the Consultant:*  | Commensurable to the qualification and experience of the selected Consultant as per the IC guideline. |
| *Other relevant information or special conditions, if any:* | Working arrangement will be 40 hours/week  |
| *COA* | BGD09GBV/ PROJE24GAU2FPA / AUB 10 |
| Application instruction: Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter. Please send your application electronically to dedicated email addresses of:**unfpa-bangladesh@unfpa.org**Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration. Female candidates are encouraged to apply.  The application deadline is **11 June 2021.** |
| *Signature of the Requesting Officer:**Name and Designation:* Marise Denault, GBViE Team lead, UNFPA, Cox’s Bazar *Date: 19 May, 2021* |
| *Endorsed by:**Name and Designation:* Victoria Filimonova, Operation Specialist, UNFPA, Cox’s BazarDate: 20.5.21 |
| *Endorsed by:**Name and Designation:* Stenly Sajow, OiC Head of Sub Office, UNFPA, Cox’s Bazar*:* Date: 31 May 2021  |
| *Approved By**Name and Designation:* Asa Torkelsson, Country Representative, UNFPA, Bangladesh*Date: 31 May 2021* |