



Term of References for National GBViE Information Management (IM) Analyst (Individual Consultant)

TERMS OF REFERENCE	
Hiring Office:	UNFPA- Cox Bazar Sub Office
Purpose of Consultancy:	<p>Background</p> <p>Following the violence which started on 25 August 2017, in the Rakhine state of Myanmar, thousands of Rohingya ethnic people, were displaced internally and some across the border into neighboring countries. As of 30th June 2022, the population in the Rohingya Refugee camps was 929,606¹ Individuals, approximately 52 percent of whom are women and girls.</p> <p>In Cox's Bazar camps, the Rohingya refugees face multiple challenges including, overcrowding, poor shelter, food insecurity, collapsed household economies, limited access to education, accessibility to service challenges, and natural risks such as annual monsoon rains, and cyclones. Gender-Based Violence remains a serious protection concern for Rohingya refugee women and girls, according to incidence reports, physical, and sexual violence, emotional abuse, denial of resources, and forced marriage are among the primary forms of violence frequently reported. (GBVIMS, 2021).</p> <p>The Rohingya GBV in Emergencies (GBViE) program focuses on, prevention, risk, and mitigation focusing on community engagement initiatives to end all forms of violence against women and girls, boys, and men. Besides, Response, coordination, and GBV information for evidence-based GBV programming are central of UNFPA GBV programming. As part of its global mandate to address gender inequalities and fundamental rights challenges, the United Nations sexual and reproductive health agency, UNFPA, leads GBV specialists and non-specialist partners to achieve three transformative results; <i>end maternal death, end unmet need for family planning, and end gender- based violence and all harmful practices</i>.</p> <p>UNFPA maintains a dedicated presence in the Cox's Bazar district with an office and personnel to oversee GBV response and prevention programming for Rohingya and host communities, working with implementing partners to deliver quality services.</p>

¹ Joint Government of Bangladesh - UNHCR Population factsheet (as of 30 Jun 2022)

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The National GBV IM Analyst duties include:</p> <p>In line with WHO's Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies, managing the data collection and monitoring and evaluation functions for UNFPA GBV programmes in Cox's Bazar.</p> <ul style="list-style-type: none"> • Assist UNFPA IP by facilitating and guiding on ethical and safe data collection and information management to fulfill UNFPA's reporting requirements to the JRP, GBV sub-sector and other GBV platforms. • Coordinate and execute Monitoring and Evaluation required for UNFPA's GBV programmes, including information for donor reporting and other products that engage in evidence-based, critical analysis of UNFPA's GBV programming in Cox's Bazar. • Work closely with SRHR IM Officer and other units on integrating information/data across GBViE, SRHRiE, and A&Y programmes. • Ensure the appropriate training, mentoring, coaching, and monitoring support is in place to build a partner's capacity to maintain GBV Service activities information Management System, GBVIMS principles, and information sharing protocol. • Oversee information collection and advocacy related to gaps and challenges in GBV and related services including access to sexual and reproductive health • Develop new/ revise the existing GBV Information Management tools and ensure that appropriate data collection tools are in place. <p>Data Collection and Management</p> <ul style="list-style-type: none"> • Compile qualitative and quantitative weekly reports, monthly reports, Situational Reports, Progress Reports, 4/5 W's and Program presentation PowerPoints in coordination with GBV SS IMO • Engage in analyses of data to ensure readily available information on known trends and patterns on GBV Program results • Train, mentor and support UNFPA partners for ethical and safe data collection, data storage and analysis, including GBVIMS and Information Sharing Protocol. • Support, train and mentor implementing partner organization staff in the rollout of GBVIMS and implementation and maintenance of the system as required. • Ensure timely analytical reporting on accounting utilization of UNFPA's assistance by implementing partners, including financial reporting. • Liaise with IM Focal Points in other agencies and sectors to gather the information that can inform UNFPA's response and preparedness decisions <p>Programme Support and capacity development:</p>
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- Provide accurate, complete and up-to-date information for effective budget preparation, programme, and project design, implementation, management and evaluation purposes.
- Coach and build capacity of staff members and staff of implementing partners responding to emergency/humanitarian crisis, as needed.
- Provide regular and comprehensive updates related to UNFPA's progress in meeting implementation targets and deadlines
- Ensure availability of quality GBV data for compilation of qualitative and quantitative reports and proposal development
- Support in proposal developments including Result and Resource Framework (RRF) and provision of data coordination and inputs for donor reporting
- Regular monitoring and evaluation of RRF including providing follow up inputs to program team and implementing Partners.
- Support the GBV Program team in maintaining the overall Program Quality and Assurance using Kobo and other applications.

Any Other Duties


Perform any other duties as required by the Cox Bazar and CO team, UNFPA.

Duration and working schedule	September 2022 to March 2023. (7 months) This position is full-time work.
Place where services are to be delivered:	The position will be based in Cox's Bazar with regular travel to refugee camps and surrounding host communities in the Cox's Bazar district.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)	Deliverables <ul style="list-style-type: none"> ● Capacity development on Gender Based Violence in Emergency (GBViE) information management system for UNFPA GBViE staff and implementing partners staff. ● Provide accurate, complete and comprehensive information and data on GBViE service activities. ● Contribute to the development of donor specific indicators and targets for the implementation of GBViE response and prevention activities. ● Provide technical support to implementing partners to ensure quality reporting and timely submission of progress reports, quarterly reports, situational reports, 5Ws and GBVIMS. ● Provide GBViE Programme data for UNFPA donor reports, donor proposals, situation reports, concept notes, factsheet, appeal sheets and program presentations. ● Provide inputs in the monthly service data sheet for the World Bank funded Emergency Multi Sector Rohingya Crisis Response Project (EMCRP) ● Review and analyze UNFPA's Implementing partners GBViE programme data (weekly, monthly data). ● Field monitoring visits and reports ● Represent UNFPA GBViE programme in GBVSS monthly meetings and in GBVIMS task team meeting ● Support in donor-specific budget preparation and expenditure/ financial reports. ● Final end of assignment report. ● All documents to be submitted to UNFPA in electronic copy.
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 arrangement:	The consultant will work under the direct supervision of the GBViE Specialist Cox's Bazar and the overall guidance of the UNFPA Head of Sub-Office, Cox's Bazar.
Expected travel:	Rohingya Refugee Camps in the Cox's Bazar district.
Required expertise, qualifications and competencies, including language requirements:	Education: Advanced university degree in information management or social sciences (e.g. in public health, humanitarian affairs, political science, development studies, demography or a related field) Knowledge and Experience:

	<ul style="list-style-type: none"> At least 2 years of progressively responsible professional experience in a related field Experience in information management for humanitarian programming, is desirable Ability to synthesize large amounts of information into concise, effective resources for decision-making and advocacy purposes. Familiarity with GBV programming/data protection standards is an advantage UN common system experience, especially field experience, is desirable
Inputs /services to be provided by UNFPA or implementing partner:	<ul style="list-style-type: none"> Office space: The consultant will work from the office and conduct field visits on an ad-hoc basis. 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	BGD10GRR/PROJE32GFPA/AUB10
<p>Application instruction:</p> <p>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.</p> <p>Please send your application electronically to the dedicated email addresses of: kpalma@unfpa.org</p> <p>Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.</p> <p style="text-align: center;">Female candidates are encouraged to apply.</p> <p style="text-align: center;">The application deadline is 1 week from the date of posting.</p>	
<p>Signature of the Requesting Officer</p> <p>Name and Designation: Katya Castillo, GBViE Programme Analyst</p>	
<p>Endorsed by:</p> <p>Name and Designation: Tesfaye Barge, GBViE Social Mobilization Specialist</p>	

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Endorsed by: Name and Designation: Roselidah Raphael Head of Sub Officer, UNFPA, Cox's Bazar	<div>DocuSigned by:  EEC1EDB1991E434</div> 11-Aug-2022
Endorsed by: Name and Designation: Peter Matinga , UNFPA Bangladesh, IOM	<div>DocuSigned by:  DCAFD86AC090490...</div> 11-Aug-2022
Approved by: Name and Designation: Kristine Blokhuis, Country Representative, UNFPA, Bangladesh	<div>DocuSigned by:  FEF019E932484F0...</div> 17-Aug-2022