

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Information Management Expert for climate change and emergencies.

BACKGROUND

The UNICEF Pacific Multi-Country Office covers 14 countries and territories that are highly vulnerable to both climatic and non-climatic shocks, stresses, and disasters. These include cyclones, floods, droughts, and other severe weather events, which often overlap and compound vulnerabilities. Children are disproportionately affected by these hazards due to their physical and physiological vulnerability, increasing risks of mortality, deprivation, and inequality. Overlapping hazards can erode development progress, deepen poverty, and trigger humanitarian crises, making certain areas increasingly precarious for children.

Information Management (IM) is essential for ensuring timely and accurate analysis of often limited data to support evidence-based decision-making. In the Pacific, UNICEF plays a critical role in humanitarian coordination, serving as the WASH Cluster Lead and co-lead for multiple national clusters/sectors, including Education and Child Protection. To deliver on these mandates, UNICEF must provide rapid and effective IM support across sectors and clusters, both at the regional level and within national structures under National Disaster Management Offices (NDMOs).

The humanitarian landscape in the Pacific is further complicated by diverse coordination structures at regional and national levels, requiring strong contextual understanding and sustained engagement. Reliable, up-to-date data is therefore critical for preparedness, response, and recovery efforts, as well as for climate change adaptation and resilience programming.

UNICEF works across the Pacific with leading governmental organizations on climate change and with social sectors such as Education, WASH, Health & Nutrition, Child Protection, and Social Policy to improve access to services for the most vulnerable. Understanding the main impacts, identifying where vulnerable populations are located, and determining appropriate actions are essential. Part of this effort involves mapping interventions at household or community level and identifying gaps. To achieve this, UNICEF needs tools for assessments, monitoring, and tracking completed actions—tools that can be scaled up with government counterparts and implementing partners.

In 2024 and 2025, UNICEF, in collaboration with UNITAR and the governments of Fiji, Vanuatu, and Solomon Islands, developed the Children’s Climate Risk Index and Disaster Risk Model (CCRI-DRM). This tool improves access to subnational climate and disaster risk information, enabling evidence-based policies and programs to reduce vulnerabilities and strengthen resilience. CCRI-DRM provides a comprehensive view of children’s exposure and vulnerability to climate and non-climatic risks, supporting decision-making and planning through a public platform.

To enhance data accessibility, quality, visualization, and ownership of CCRI-DRM and other IM resources, UNICEF seeks to hire a consultant to work closely with UNICEF sections, governments, and humanitarian actors. The consultant will identify opportunities, strengthen information systems, and build capacity at community and sectoral levels. This work will inform UNICEF’s and partners’ preparedness and response activities, as well as climate change programming, ensuring that decisions are grounded in robust, child-focused evidence.

OBJECTIVE / SCOPE OF WORK

The primary objective of this consultancy is to strengthen UNICEF’s capacity for information management in the Pacific region by developing and enhancing systems, tools, and processes that support evidence-based decision-making for emergency preparedness, response, and recovery, as well as climate change programming. The consultant will ensure that these systems are user-friendly, comprehensive, and scalable to support social sectors at the governmental level in designing and implementing programmes that enhance resilience and address vulnerabilities.

The Information Management Expert will lead the development and improvement of information systems while also building the capacity of national clusters, sector leads, and partners to effectively use these tools. Working as part of UNICEF's Pacific Emergency Team and Climate Change Team, under the supervision of the Emergency Specialist and Climate Change Specialist, the consultant will undertake the following tasks:

1. Information System Development
 - Design, develop, and improve information systems to capture and manage data related to humanitarian actions, including preparedness, response, recovery, and climate change.
 - Incorporate mapping of regular sectoral programmatic work supported by UNICEF across countries (including *Who, What, Where, and By When*).
 - Ensure systems are user-friendly, scalable, and adaptable for use by government counterparts and implementing partners.
2. Stakeholder Engagement
 - Identify and engage key stakeholders within UNICEF and external partners to foster collaboration and data sharing.
 - Coordinate with clusters, sectors, and their working group information managers to ensure complementarity with existing IM systems.
 - Facilitate cross-sectoral analysis of information related to disaster response and climate programming.
3. Data Visualization
 - Develop simple, user-friendly data visualization tools and dashboards to improve understanding and utilization of data for strategic decision-making.
 - Ensure visualizations support rapid analysis during emergencies and climate-related interventions.
4. Capacity Building
 - Provide training and capacity-building sessions for partners and stakeholders on data collection, management, and utilization.
 - Develop guidance materials and standard operating procedures for IM tools and systems.
5. Cross-Cutting Considerations
 - Integrate gender, disability inclusion, and accountability to affected populations into all IM systems and processes.
 - Ensure data collection and reporting frameworks reflect these considerations.
6. Documentation and Reporting
 - Maintain comprehensive documentation of IM processes, tools, and methodologies.
 - Provide regular progress reports to UNICEF and streamline information-sharing methods (e.g., online platforms, email groups, written reports, and verbal feedback during coordination meetings).

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEDULE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
1. Conduct a comprehensive assessment of existing information management systems and tools within UNICEF Pacific and relevant government and partners.	Assessment report detailing current IM systems, gaps, and recommendations. Report 1	1 months	10%
2. Identify key stakeholders and establish working relationships to facilitate data sharing and collaboration.	Stakeholder engagement plan and list of confirmed partnerships. Report 2	2 month	15%
3. Develop or enhance data collection and management systems to improve the availability and quality of data for humanitarian actions and climate change.	Functional IM system (or enhanced version) with documentation and SOPs. Report 3	3 months	25%
4. Create data visualization tools and techniques for improved data interpretation and decision-making.	User-friendly dashboards and visualization tools integrated into IM system. Report 4	2 months	15%

5. Provide training and capacity-building sessions to partners and stakeholders on data collection, management, and utilization.	Training materials and at least 3 capacity-building sessions delivered. Report 5	2 months	15%
6. Ensure that cross-cutting considerations such as gender, disabilities, and accountability to affected populations are integrated into the IM framework.	Updated IM framework and humanitarian monitoring templates with guidance notes. Report 6.	1 months	10%
7. Documentation and reporting throughout the consultancy.	Monthly progress reports and a final comprehensive report.	0.5 months	10%
		11.5 months	TOTAL 100%

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

Qualifications:

- An undergraduate bachelor's degree or higher in Information Management, Geography, GIS, Data Science, or a related field.

Specialized Experience:

- A minimum of 5 years of professional experience in information management, data collection, and data processing, particularly in humanitarian contexts.
- Demonstrated experience in the development and improvement of data collection and management systems, including the use of Geographic Information Systems (GIS).
- Proven expertise in data visualization and the use of data for strategic decision-making.

Additional Competencies:

- Exceptional interpersonal skills to effectively engage and collaborate with diverse stakeholders.
- Strong communication and training skills to convey complex technical information to non-technical partners.
- Understanding of cross-cutting themes such as gender, disabilities, and accountability to affected populations in the context of information management.
- Ability to work independently and in a team, with a proactive and results-oriented approach.
- Experience working with government partners.
- Analysis skills and quantitative and qualitative synthesis of information.
- Work experience serving in a developing country is required. Work experience in the Pacific Islands region is an asset.
- Experience working in UNICEF or a UN system agency is an asset.
- Fluency in written and spoken English.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

- The consultancy is open to both national and international applicants, and it will be based in Suva, Fiji (Duty Station A) for a period of 11.5 months of 253 working days.
- The consultant's financial proposal must include all the costs required to carry out the assignment.
- UNICEF will not provide a specific space to work or IT materials such as a laptop, printer, etc.
- The consultant is expected to adhere to UNICEF's core values and principles, including the rights-based and equity-focused approach, and maintain confidentiality of all data and information received in the course of the assignment.
- The financial proposal and subsequent contract will include all costs related to the work. Daily monitoring and supervision will be provided by the Emergency Specialist and Climate Change Specialist.

ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors

are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

- The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
- No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.
- Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

GUIDANCE FOR APPLICANTS

- Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:
- Monthly / Daily fees – based on the deliverables in the Terms of Reference above.
- Travel (economy air ticket to take up assignment in Fiji)

Living allowance for relocation to Suva, Fiji for the entire contract duration.

- Miscellaneous- to cover health insurance (including medical evacuation), travel, communications, and other costs.