

### TERMS OF REFERENCE FOR LOCAL CONSULTANCY

#### Junior Information Management and Reporting Consultant

**Junior Information Management and Reporting Consultant is expected to perform this assignment full-time home based.**

**Duty Station:** Yerevan, Armenia

**Supervisor:** Monitoring & Evaluation (Child Rights Monitoring) Specialist

**Time-frame:** from 15 June 2021 to 31 December 2021 (approx. 6 months)

#### **Purpose of Activity/Assignment:**

Under supervision of UNICEF Child Rights Monitoring and Evaluation (CRM/E) Specialist and Climate Change Officer (Emergency Focal point) the incumbent will be responsible for strengthening the information gathering, processing, visualization and use with IM tools, procedures and systems. The consultant will work closely with the Emergency Coordinator and Deputy Representative, as well as the UNICEF SWG leads, the IMWG, UNICEF Planning and Monitoring Officer and Heads of Sections. They will also assist in the analysis and reporting of this information to facilitate the planning, implementation, monitoring and evaluation of mostly crisis situation and related activities.

#### **Scope of Work:**

Armenia is facing a dual crisis, dealing with the COVID-19 pandemic and the aftermath of the escalation of conflict in Nagorno Karabakh at the end of 2020. The conflict in Nagorno-Karabakh exacerbated the socio-economic consequences of the COVID-19 pandemic, creating new needs and priorities impacting both the local host population and NK population in refugee-like situation. Scaled up response to address immediate and medium-term needs of host communities and displaced populations affected by the dual crisis is ongoing and is anticipated to be required for the next 6 months.

For the response to the needs of the NK population in Armenia, the UN and its partners have established a flexible coordination structure centred around four Working Groups (WG) – Shelter and NFIs, Protection, Health, Food Security and Nutrition. Under these, additional Sub-Working Groups (SWG) have been established for Child Protection (UNICEF lead), Education (UNICEF lead), and humanitarian cash transfer programming (UNICEF lead, UNHCR Co-lead). The coordination structure is supported by an Information Management WG (IMWG), to ensure a coordinated approach among agencies and partners in collecting information on activities, to facilitate data sharing and to ensure a well-informed response. With increased partners, scaled up needs and response UNICEF requires strengthened capacities for coordination and information management to better support the three working groups, as well as continue monitoring of both COVID-19 and NK conflict situation in Armenia, as well as UNICEF response to the dual crisis.

<b>Work Assignment overview</b>	<b>Deliverables/ Outputs</b>	<b>Timeline:</b>	<b>Estimate Budget</b>
<b>Task/Milestone:</b>			
Collection and analysis of UNICEF-led SWG data about partners and activities via 5Ws (Who, What, Where, When and	Consolidated UNICEF-led SWG 5Ws (Who, What, Where, When and for Whom) matrix, priority	Bi-weekly	n/a

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for Whom) matrix, priority response matrix and other tools.	response matrix and other tools, analyzed data reports.		
Report, analyze and share data through established IMWG monitoring systems, including if necessary, tailoring internal simple and easy-to-use information management tools, processes and workflows	Reports	Bi-weekly or as needed	n/a
Alongside the UNICEF CRM/E Specialist, act as a UNICEF information management focal point in the IMWG, to help ensure systems and tools reflect SWG needs and requirements and facilitate information flow between the IMWG and SWGs	Participation and contribution to IMWG	Bi-weekly	n/a
Together with the UNICEF Sections and SWG leads, facilitate data analysis to help estimate needs, coverage and gaps and avoid duplication of actions	Reports and data briefs	As needed	n/a
Prepare and facilitate monitoring of all UNICEF response based on inputs from different 5W matrixes and UNICEF sections. Facilitate development of the Situation updates (sitreps) including relevant visualized data on overall situation and UNICEF response coordinating inputs from all sections	Monitoring template and reports, SitRep	Bi-weekly and as needed	n/a
Together with SWG leads, UNICEF Sections and IMWG support contributions to the IMWG dashboards and UNICEF programmes to producing any other IM products, uploading necessary documents	IMWG dashboard updates, uploaded documents	Bi-weekly	n/a
Support SWG leads to prepare data-based presentations and documents, prepare sitrep inputs etc. and share with the SWG lead in a timely manner.	Presentations and briefs	Weekly	n/a
Support IMWG and CO in needs assessments, post-distribution monitoring, other data collection, analysis of affected population and response and advise on data gaps and potential tools to collect additional information	Data collection tools, analytical documents, briefs, papers, visualizations, presentations	Weekly	n/a
Ensure that timely information update on CO progress and results is available by compiling, organizing, analyzing and preparing data for reports, planning,	Monitoring reports	Weekly	n/a

management, monitoring and evaluation purposes as needed.			
Maintain the Armenia's RapidPro platform (for real time monitoring) and the related website and channels (FB Messenger, Twitter, WhatsApp, SMS if needed etc.), including but not limited to the creation and sending of polls, data analysis, updating of the website, and sharing of relevant data and findings to relevant stakeholders	RapidPro platform updates, Polls designed, reports on the polls	Monthly and as needed	n/a
Any other information management tasks as discussed with supervisor, or based upon requirements of the CO.	n/a	n/a	n/a
<b>Minimum Qualifications required:</b> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  Enter Disciplines: BSc Degree Management information System (MIS), Computer Science, Data Analytics, Statistics or related disciplines.	<b>Knowledge/Expertise/Skills required:</b>  <b>Work experience:</b> <ul style="list-style-type: none"> <li>• Relevant experience in information management or data analytics is an asset.</li> <li>• Advanced computer and Excel skills is required.</li> <li>• Experience with database design, data management, data processing and analysis, as well as working with statistical data is required.</li> <li>• Experience with data visualization, including familiarity with software for interactive data visualization, like Power BI or Tableau, design of maps, graphs, infographics is required.</li> <li>• Experience with spatial analysis software (e.g. qgis/ ArcGis), field data collection tools (e.g. ODK, Kobo), real time data collection (RapidPro) and content management systems is an asset.</li> <li>• Experience with humanitarian partners and specifically preparedness and response is an asset.</li> </ul> <b>Language Proficiency:</b> <ul style="list-style-type: none"> <li>• Excellent knowledge of Armenian (written and spoken)</li> <li>• Good working proficiency in English (written and spoken)</li> <li>• Knowledge of Russian in an asset</li> </ul> <b>Other skills and Attributes:</b> <ul style="list-style-type: none"> <li>• Capacity to work in stressful conditions.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• High level of Integrity and commitment to UNICEF's mission and professional values.</li> <li>• Good organizational, communication and interpersonal skills.</li> <li>• Flexibility and adaptability to changes</li> </ul>
<p>Terms of the application:</p> <p>The deadline for the submission of applications is 13 June 2021. Applications should include:</p> <ul style="list-style-type: none"> <li>• Cover letter;</li> <li>• CV;</li> <li>• Financial Proposal.</li> </ul> <p>All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link.</p> <p>Incomplete applications will not be considered.</p> <p>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.</p>	