

## TERMS OF REFERENCE

<b>Title:</b>	Information Management Officer – NOA
<b>Duration:</b>	6 months - Temporary Appointment
<b>Reports to:</b>	Child Protection AoR Coordinator
<b>Location:</b>	Cabo Delgado (Pemba)

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## BACKGROUND

The Country Programme of Cooperation between the Government of Mozambique and UNICEF (CPD) for 2022-2026 aims to support Mozambique to accelerate efforts towards achieving the targets of the 2030 Agenda for Sustainable Development and meeting its commitment to respect, protect and fulfil the rights of children, in line with the Convention on the Rights of the Child (CRC) and the Core Commitments for Children in Humanitarian Action. It derives from the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022–2026 and aligns with the Government Five-Year Plan 2020–2024, the National Development Strategy 2015–2035 and relevant sector policies and programmes.

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## PURPOSE

The Information Management Officer (NOA) for the Child Protection AoR will be responsible for the essential information systems and data sets needed for, inter alia, the coordination, operations, strategic decision-making, advocacy and fund-raising of the Child Protection AoR in Mozambique.

Information management is essential to the overall effectiveness of the child protection response. The IMO will have an integral role in ensuring that the child protection community delivers coordinated, high-quality programs cooperatively and coherently towards achieving common objectives, avoiding duplication and ensuring areas of need are prioritized through each step of the humanitarian program cycle.

The IMO will report to the Child Protection AoR Coordinators at national and Sub-national levels. The post will be based in Cabo Delgado with frequent field visits to Nampula, Zambezia, Sofala, Maputo provinces and other affected natural disaster or conflict driven locations.

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## MAIN RESPONSIBILITIES AND TASKS

### Information Management for the Child Protection AoR in the coordination structure

- a. Support the CP AoR members with the CP needs identification and analysis as well as related needs assessment activities when needed.
- b. List and adapt existing IM tools (e.g. 5W matrix), development of new ones where needed and supporting CP AOR members in using these tools.
- c. Maintain a document repository of Child Protection related information, standards, documents, etc., including key datasets from other sectors.
- d. Consolidate information received from partners and generate, inter alia, maps, dashboards, infographics and resource analyses, and present the information in a way that is easily understood by stakeholders, while ensuring data confidentiality.
- e. Support development of the Joint Response Plan through needs analysis, mapping, targeting, etc.

- f. Coordinate with other Sector IMO, Protection Sector, GBV AoR, other sector working groups, UNICEF and other agencies to ensure complementarity, harmonization and compatibility.
- g. Build the capacity of CP AOR members through training and coaching on IM processes including data collection, storage and analysis to inform decision-making, advocacy, dissemination, etc.
- h. Support UNICEF with the technical administration of the CPIMS+.
- i. Support training and orientation of stakeholders on the CPIMS+ with a view to ensuring expertise is in place to maintain CPIMS+.

#### **Data Collection, Compilation and Analysis**

- a. Develop, roll out and maintain IM tools related to the Child Protection AOR;
- b. Build the capacity of IM/data focal persons of partners.
- c. Develop data collection tools using technology to streamline data collection processes in a consistent and timely manner.
- d. Work closely with OCHA and Child Protection Partners in the entire HPC (HNO and HRP) process including Assessment analyses.

#### **Data Visualization**

- a. Develop data visualization products including maps, dashboards, infographics and financial/resource analyses, presenting information that is easily understood by decision makers, individuals and groups.
- b. Undertake mapping including 5Ws, Needs and Gaps analyses, Services and Infrastructure.

#### **Innovation, knowledge management and capacity building**

- a. Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders on information management.
- b. Organize and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results in child protection and related programs/projects.

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### **MINIMUM QUALIFICATIONS AND COMPETENCIES**

- Bachelor's degree in a relevant field such as or equivalent experience in data science, geographic sciences (GIS), engineering, information technology, statistics, or similar.

#### **WORK EXPERIENCE**

- Minimum of 2 years' relevant professional experience in information management in the child protection sphere.
- Work experience with UN/NGOs.
- Experience of sectorial coordination and understanding of the Mozambique emergency context.

#### **LANGUAGE PROFICIENCY**

- Fluency in spoken and written English.
- Fluency in spoken and written Portuguese.

#### **OTHER SKILLS**

- Mapping (with software like QGIS, ArcGIS).
- Experience of producing visualization tools and dashboards (using Tableau or PowerBI).
- Excellent knowledge of, and experience in using, GIS and databases. adobe illustrator, photoshop or In Design, Microsoft Excel. Experience with Open Data Kit and mobile data collection an asset.

## UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### ii) Core Competencies

- 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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Prepared: Rashin Kanu - Child Protection AoR Coordinator

Date:

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Date:

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Date: