

TA Requisition/TOR Form

(FOR Temporary Appointments)

UNICEF: TERMS OF REFERENCE (TOR)

Job Title and Level: National Information Management Officer for Child Protection (TA – NOB)

Section: Child Protection

Duration: 364 Days

Duty Station: Abuja

1. Purpose of Assignment & Justification:

The purpose of the consultancy is to provide technical assistance to the Child Protection section in Abuja and around the country to ensure that up-to-date information necessary for effective child protection programming and coordination is collected, used, stored and shared, in line with relevant standards. The consultant will support the Child Protection team to make informed, evidence-based strategic and programmatic decisions for Child Protection programming on the basis of the collected and analyzed information on: the scale/scope and coverage of the child protection responses at National, States and local levels.

To protect children from violence, abuse and exploitation, as well as support their access to justice and quality care, it is imperative for States to have an effective child protection system. One critical element of that system is the availability and use of child protection data to improve child protection services in a coordinated manner through a Child Protection Information Management System (CPIMS). A CPIMS is an integrated set of processes and systems for the routine collection, analysis and interpretation of data used in the planning, implementation and evaluation of child protection programming.

2. WBS# (Attach completed funding certificate): 3210/A0/06/006/001/004 (SC210151 EU Access to Justice and SC190130 Spotlight Initiative)

3. Indicative assignment dates: January 2021 – January 2022

4. Supervisor (*must be a staff member, not a consultant*): Child Protection System Strengthening Manager

▪ **Major duties and responsibilities: (*fill-in key responsibilities*)**

Under the direct supervision of the Child Protection System Strengthening Manager and under the overall guidance of the Chief Child Protection, the CPIMS Officer will be responsible for the provision of quality data on integrated case management system across the Child Protection UNICEF programme in Nigeria, especially for the Almajiri programme and the Spotlight Initiative focus states to address violence against girls. The CPIMS Officer will work closely with the UNICEF M&E team to ensure that all CP/VAC data are timely and accurately submitted for reports and adequate programming. The incumbent will also support the planning processes, partnerships and technical guidance for the deployment of CPIMS+, in collaboration with the Federal Ministry of Women Affairs and State level child protection actors.

1. Data collection and analysis:

- Collect, analyse and harmonize data on child protection across States, especially in System Strengthening focus states and in Almajiris/Spotlight Initiative states, working with relevant stakeholders and UNICEF field offices.

Build and sustain effective working partnerships with relevant government counterparts, national stakeholders, global partners, implementing partners, and academia through knowledge exchange, capacity building and expertise to achieve sustainable and broad results in child protection

- Provide technical assistance to strengthen government data collection system in twelve focus states and at Federal level in view to produce online dashboards and data portal system on VAC
- Strengthen existing in-country data approaches and platforms for collecting, analyzing and reporting high quality child protection data at national and sub-national levels, particularly in focus states.
- Support child protection field offices to compile, clean and analyse child protection VAC data
- Produce monthly CPIMS factsheet and align with GBV reporting in Spotlight Initiative States

2. Information Management System for case management

- Ensure fully operationalization of CPIMS at State level and hosting at State Ministry of WASD in Focus and SI States
- Improve and standardize the processes to make CPIMS/CPIMS+ deployments more streamlined.
- Provide quality technical support and guidance for partners and governments who are using or planning to use the CPIMS / CPIMS+.
- Develop tools and accompanying training materials for data and information collection, collation, analysis and support the deployment of these tools.

3. M&E and knowledge management to track results of the prevention and response to violence against children

- Provide analytics, assess trends and measure outcomes relating to achievement of project targets to support evidence-based programming.
- Prepare communication and information materials for the CO programme advocacy to promote awareness, establish partnerships/alliances and to support fund raising for child protection programmes and emergency interventions.
- Work with field offices to have a well-prioritized plan of information management activities.
- Support the section in responding to periodic reporting requirements from RO and HQ as needed: UNCT, SMQs, RAM, PMS, AWP, Sitreps and others

The Consultant will also produce monthly/regular analysis of data from partners, develop a fact sheet for Nigeria on child protection information management and will share monthly progress reports indicating progress in execution of the assignment.

The incumbent will have a contractual obligation to ensure the confidentiality of case information, and contributes to the achievement of results according to plans, allocation, results based-management approaches and methodology (RBM), and UNICEF's Strategic Plans, standards of performance and accountability framework

Qualifications or specialized knowledge/experience/competencies required for the assignment:

EDUCATION

- An advanced university in Information Systems/Information Management is preferred or a University degree in Social Work, Public Health or any other related field (with at least two additional years of work experience)

WORK EXPERIENCE

- A minimum of 3 years' experience with the UN and/or NGOs, with a significant portion in child protection is required; specific experience in an emergency setting will be an added advantage. Within the 3 years required, a minimum of 1-year experience on CPIMS utilization rollout coordination.
- Good technical understanding and familiarity with information management systems for case management.
- Demonstrable training and capacity building skills for a range of stakeholders.
- Along with fully understanding Primero/CPIMS+, the CPIM Officer will need to be familiar with cloud-based deployments, understanding provisioning servers, deploying applications, setting up monitoring and other security measures, as well as local server deployments, networks, and hardware configuration (laptops, etc.).

LANGUAGES

- Strong communication skills - both oral and written in English
- Working knowledge of the local languages is an asset

COMPETENCIES

Core Values (Required)

- Care
- Respect
- Integrity
- Trust
- Accountability

Competency Areas:

- Builds and Maintains Partnerships [I]
- Demonstrates Self and Ethical Awareness [I]
- Drive to Achieve Impactful Results [I]
- Innovates and Embraces Changes [I]
- Works Collaboratively with Others [I]
- Thinks and Acts Strategically [I]
- Manages Ambiguity and Complexity [I]

TECHNICAL KNOWLEDGE

Specific Technical Knowledge Required [*for the job*]

Advanced knowledge of information technology. More specifically, the incumbent will need to have:

- Proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs, and reports
- Fully understanding of the Primero/CPIMS+, including Agency and user creation in the system.
- High level technical understanding of the deployment infrastructure (i.e. servers, ip addresses, databases, local and cloud deployments)
- User-level understanding of Windows and Linux command line
- Proven statistical, analytic, and technical skills including designing and administrating databases, database management and data analysis using statistical packages (Power BI, Tableau, STATA, etc.)
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.), ability to maintain basic websites, ability to produce data summaries and visualizations, with GIS knowledge an advantage.
- Preferably basic knowledge on Case Management and Child Protection programming

Common Technical Knowledge Required (for the job group)

- A minimum of three years of relevant professional work experience with management information systems and/or M&E systems, 6-12 month working experience with child protection, UNICEF
- Experience of designing and delivering training on information management systems
- Excellent knowledge of the latest tool in the field of information management within Child Protection sector
- Familiarity with child protection and the systems strengthening approach would be beneficial
- Experience of working on information management and reporting systems within the public sector
- Experience of undertaking assessments of management information systems

General knowledge of:

- Child protection-related issues both in development and humanitarian settings
- Understands, uses and adapts the tools, mechanisms and processes developed for child protection programming.
- Demonstrates commitment to Principles of Partnership.
- Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required.
- Thinks and acts strategically and ensures that section activities are prioritized and aligned within an agreed strategy.

Technical Knowledge to be Acquired/Enhanced (for the Job)

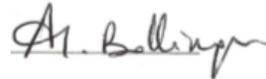
- Advanced knowledge of provisioning servers, deploying applications, setting up monitoring and other security measures, as well as local server deployments, networks
- Advanced user for Windows and Linux Command line interfaces.
- Admin Configuration of Case management forms in CPIMS+ platform
- CPIMS+ Instance configuration and repair
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2. Submitted by: Ibrahim Sesay

Section/Office: Child Protection **Name and title:** Amandine Bollinger, CPSS Manager

Date: _____ 6th Dec. 2021 _____

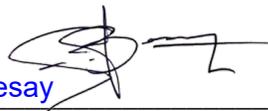
Signature:



3. Review & Endorsement:

1) *Reviewed by Section Chief:*
Signature and Date:

Ibrahim Sesay



2) *Reviewed by Human Resources:*
Signature and Date:

WEFretel

3) *Approval of Chief of Deputy Representative* _____

4. Approved by: Country Representative OIC, Rushnan Murtaza

Date: 29/12/2021

Signature:

