

Title	Funding Code	Type of engagement	Duty Station:
Field Information Management Officers		<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor	(any of the 5 field offices)
<p>Purpose of Activity/Assignment:</p> <p>UNICEF considers information management as one of the key pillars for evidence-based decision making that enables the office to lead its advocacy mandate for children affected by the conflict. The recruitment is aimed at institutionalizing and further strengthening the Information Management function in Yernen CO. The Field Information Management Officer will play a critical role in humanitarian response planning, implementation, monitoring and reporting at the field office level, and will work in close collaboration with National Programme *MO. The HMO's will be responsible for developing, implementing and managing a field office level information management system for UNICEF field offices in Yemen. The FIMOJs will also play a key role in establishing reporting systems that prevent duplication of reported results, in reviewing UNICEF's programme achievements against targets, identifying gaps and coordinating with programmes to recommend solutions facilitating course corrections and programme adjustments as necessary.</p> <p>The posts will manage the collection, processing, analysis, dissemination and storage of information that is important for Field Office to make informed and evidence-based strategic and operational decisions.</p>			
<p><u>Background/ Scope of Work:</u></p> <p>UNICEF established presence in Yemen in the 1970s to respond to the urgent needs of children in the poorest country in the Middle East. In 1991, Yemen ratified the Convention on the Rights of the Child and it was enacted immediately. Since then the country has been making steady progress for children until it plunged into a brutal conflict in 2015 but even before that, Yemen needed large amounts of humanitarian assistance.</p> <p>Yemen is currently facing one of the biggest and most complex humanitarian crises in the world. The current humanitarian emergency is characterized by multiple Crisis including food insecurity, economic collapse, access constraints, high inflation rates and breakdown of public services. The protracted war has crippled the social service infrastructure and social capital affecting service delivery systems in the country. Disease outbreaks such as cholera and diarrhea are common. Malnutrition remains high with over 2 million children below the age of five years and 1.1 million pregnant and lactating women estimated to be acutely malnourished in 2019. Grave child rights violations by parties to the conflict remain a threat to children's survival.</p> <p>In collaboration with local authorities, non-governmental organizations and community partners, UNICEF is working in Yemen to respond to the needs of children throughout the country with a continuum of services to help children survive and grow to their full potential. The fundamental mission of UNICEF is to promote the rights of every child. everywhere. in everything the</p>			

organization does — in programs, advocacy and in operations. The complex emergency context in Yemen requires a robust information management system led by innovative programme information management officers who provides timely, reliable data and analysis to the section for key operational as well as strategic decision making.

MAIN DUTIES AND RESPONSIBILITIES

Data/information Management and Analysis:

- Collecting gender and age disaggregated sector related data, facilitating data entry and analysis at the sectoral level;
- Consolidating operational Information on a regular schedule to support analysis;
- Ensuring data from partners and stakeholders is periodically and consistently collected and stored in ways that allows comparability and compatibility and is available for regular and ad hoc analyses to support decision making as appropriate,
- Preparing and disseminating periodic sectoral Information Management reports to section chiefs, programme officers and implementing partners;

Monitoring and Reporting:

- Providing timely IM inputs for planning cycles, COAR process, situation reports, fundraising initiatives and donor reports.
- Monitoring and updating programme log frames in consultation with programme officers;
- Generating and analyzing the sectoral information Management reports and identifying and reporting on response gaps in assistance and areas that need additional interventions to improve quality of service delivery;
- Generating the monthly HPM indicator report;
- Providing support in consolidating the monthly Sitrep, Field Coordination reports (cluster), EM Ts and other sectoral reports;
- Ensuring the programme information management system adheres to UNICEF's data quality policy and framework.

Knowledge management and sharing:

- Ensuring reliability of the sectoral Information Management system through setting up and adhering to specific standards for data collection, flow and verification along with provision of required feedback to improve quality of service delivery;
- Generating periodic trends analysis reports; Producing results bulletins per programme area as required by the section Chief.
- Streamlining methods for sharing information, using internet, e-mail groups, written reports, verbal feedback at programme meetings including dissemination to the affected communities as part of accountability to affected populations; Consider translation into local languages as appropriate.

Capacity Building:

- Contributing to preparation and finalization of the sectoral IM system training module;
- Provision of the job training and supportive supervision to sectoral focal persons working with all partners on data collection, compilation and reporting to ensure timely delivery of the monthly statistics;
- Capacity building of service providers for proper handling of data in the field and establishing monthly reporting mechanism;
- Capacity building of Sector Partners (Government, INGOs & Local NGOs) staff for managing sectoral information during implementation of the programme along with

emergency response intervention through provision of technical guidance and on-the -job training to the IP focal points.

Consultant sourcing:

☒ National ☐ International ☐ Both

Consultant selection method:

☐ Competitive Selection (Roster)

☒ Competitive Selection (Advertisement/Desktop Review/Interview)

Request for:

☒ New SSA

☐ Extension/ Amendment

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimated Budget
Developing and disseminating analytical products in collaboration with the Information Management Specialist.	Monthly Analytical Report	monthly	
Reporting disaggregated data on implementations at FO level and the status of output indicators	Quarterly update of all indicators at FO level Summary Report for coverage/Gap against FO output indicators	Quarterly monthly	
Maintain Dashboard to show coverage/Gap data with maps related to field office	Monthly status of geographical spread of projects (Dashboard / infographic/ map)	monthly	
HPM update for the field office	Monthly status of HPM indicators Annual Summary of HPM indicators	Monthly Annual	
Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other	Knowledge/Expertise/Skills required: ** 02 years of relevant experience in Information and data Management, GIS, data analysis, monitoring or		

<p>University degree in one of the following disciplines: Information Management or associated disciplines (computer sciences, geography/GIS, economics, statistics, business administration).</p>	<p>similar activities in humanitarian context • Fluency English and Arabic.</p> <p>** Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); • Proven technical expertise for managing data capture and storage, for analyzing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; ** Proven skills in using map-making packages and data visualization software's (e.g. Tableau, Q GIS & Arc GIS. ** Inter-personal communication</p>				
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/></p>				
<p>Request Authorised by Section Head</p>	<p>Request Verified by HR:</p>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p> </td> </tr> <tr> <td colspan="2" style="padding-top: 20px;"> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p> </td> </tr> </table>		<p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p>	<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	
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Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant