

TA Requisition/TOR Form

(FOR Temporary Appointments)



UNICEF Cameroon: TERMS OF REFERENCE (TOR)

Job Title and Level: Information Management Officer (Nutrition in Emergency) – NO-A, Buea

Section: Nutrition

Duration: 364 days

Duty Station: Buea, Cameroun

PURPOSE OF ASSIGNMENT:

The Cameroon CO is looking for an Information Management Officer (Nutrition in Emergency) for Buea field office to support in information management of the NWSW nutrition emergency program and nutrition cluster.

United Nations International Children's Emergency Fund (UNICEF) works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

We are recruiting to fill the position below:

ASSIGNMENT CONTEXT:

Cameroon is currently grappling with a multi-faceted security and sociopolitical crisis affecting six regions. Notably, the West and Littoral regions, along with the major cities of Yaoundé and Douala, are hosting a substantial number of internally displaced persons (IDPs) from the Northwest and Southwest regions, including many mothers and children. These IDPs often lack access to healthcare, which increases their vulnerability to diseases and the risk of premature death.

In the Northwest (NW) and Southwest (SW) regions, there are 409,173 IDPs, with a distribution of 57% in the NW and 43% in the SW, and 360,547 returnees (60% NW, 40% SW). Persistent attacks on individuals, their property, and public infrastructure, including health centers and schools, are common. Many health facilities in these regions have been destroyed, closed, or are non-functional due to insecurity, forcing healthcare providers to abandon their posts. This has severely compromised access to healthcare. Children in these areas are particularly susceptible to disease outbreaks, protection violations, abuse, and trauma. According to the Multi-Sector Needs Assessment (MSNA) data, there was a slight decrease of about 10% in IDP numbers between May 2019 and September 2020. Yet, 71% of health facilities remain operational, with 62% of frontline health facilities providing primary healthcare. Only about one quarter of pregnant women give birth in health facilities, and children under five have reduced access to immunization services, with one-third receiving no doses at all. The three main diseases—malaria, diarrhea, and pneumonia—continue to pose significant threats, along with psychological disorders. Additionally, there is a scarcity of medicines, with prices increasing by more than 50% amid the COVID-19 pandemic.

Regarding water access, only 38% of assessed villages have water accessible to all, with 32% relying on piped spring water as the primary drinking source. Only 32% of villages have general access to latrines. The education system has largely collapsed, with only 13% of schools and 54% of community learning centers remaining operational. Protection and security issues are also a major concern, with villages reporting recurrent problems such as armed attacks, thefts, shootings, arbitrary detentions, kidnappings, economic exploitation, and gender-based violence. There are also issues with unaccompanied and separated children and specific security concerns that affect women, particularly the risk of attack when traveling outside the village or within the community, which deters them from seeking care services for children aged 0-5 years.

The COVID-19 pandemic has added a new layer of complexity to the crises in Cameroon, disrupting the demand for and provision of healthcare and other services, thereby increasing the risk of morbidity and mortality. According to the National Institute of Statistics, 39% and 54% of health facilities reported decreases in deliveries and immunizations, respectively. Educational institutions, including preschools and schools, were closed for approximately four months. The pandemic heightened anxiety among 78% of the population, and awareness of government-imposed restrictive measures was uneven, with 68% of women and 79% of men being informed. Nonetheless, COVID-19 has led to improvements in hygiene practices and infection prevention control within health facilities.

In the present context of insecurity, the engagement of UNICEF through its Humanitarian Action for Children (HAC) has been pivotal in the success of most its interventions. It is therefore important to commit more resources in engaging local actors for better appropriation of preventive measures and interventions rolled out while strengthening coordination activities at the regional and district levels. As part of its emergency response in the health sector, UNICEF is recruiting an emergency health specialist.

OBJECTIVE

Under the supervision of the Nutrition Officer/Cluster Coordinator-Buea and general supervision by the Chief of Buea Field Office, the information management officer (IMO) is a core nutrition program and cluster coordination team member. The purpose of this post is to manage the collection, analysis and sharing of information that is important for the nutrition program and cluster partners to make informed (evidence based) strategic decisions.

KEY FUNCTION, ACCOUNTABILITIES, AND RELATED DUTIES/TASKS

Nutrition Knowledge/Information Management:

- Evidence generation: Participate fully in all stages of data production and information management: development of information management tools, data collection, data analysis, and drafting of information products (including dashboards, thematic maps, and infographics);
- Planning: Work with nutrition program partners and cluster partners to have a well-prioritized plan of information management activities and contribute to UNICEF planning processes. In consultation with the nutrition officer/cluster coordinator, identify key humanitarian IM products, develop/adapt templates for collecting this information, support the cluster and the cluster partners in producing a consolidated IM products in a periodical manner.

- Data collection and analysis: Compile, clean and contribute to analyse nutrition data including CMAM, vitamin A supplementation, IYCF-E practices, micronutrients supplementation, visualize nutrition data and create information products (briefs, maps, graphs, PowerPoints etc).
- Reporting: Support complete, quality, and timely reporting of nutrition programs based on partnership agreements and agreed monitoring frameworks. Conduct the mapping of all current and potential actors—regional health, NGOs, CBOs, national institutions, the private sector through provision of regular inputs/updates to the cluster’s 5 W’s matrix, needs overviews, cluster priority response matrix and other tools.
- Provide support in data synthesis and provision for development of proposals, donor reports and adopting standardized approaches and tools for nutrition programming.
- **Data storage:** Maintain information databases and general project information management tools, such as 5W matrix, Gap Matrix on UNICEF and sector online systems.
- **Coordination:** Represent UNICEF in information management and survey related meeting and workshop and put UNICEF and the sector stands clearly for nutrition programming in NW and SW regions. Support the cluster coordination team in organising and participating in regular cluster coordination meetings and events aimed at information sharing for appropriate coordination between all NWSW nutrition humanitarian partners. Assist in pre and post cluster preparations. Regularly update and maintain contact list of all nutrition cluster partners and working groups.

Web Maintenance and Informing Strategic Decision Making for the Humanitarian Response

- In consultation with partners and OCHA IM team, identify what information should be stored on the NWSW Nutrition Cluster website and what information should be shared via other means such as shared folder in situation where sensitive information is not recommended for sharing through the cluster website;
- Timely initiation and maintenance of the Nutrition cluster website by uploading key documents and information relevant to nutrition cluster activities.
- In case the website/page needs to be restructured, take a lead role in such a restructuring by requesting OCHA support and communicate any website/page issues to OCHA.
- Conduct regular review of the website and remove old information that are no longer relevant from the website.

Situation Monitoring and Assessment:

- Takes lead in compiling data to inform and prepare the SitRep inputs on nutrition section and sector plans, targets, and achievements.
- Ensures that all sector partners have timely and accurate information of change in conditions of children, women, and their families and facilitates information exchange to support planning and measurement of program impact.
- Contribute to prepare briefs and presentations as and when needed for decision making and prioritization of nutrition interventions.

Advocacy:

- Participate in the intercluster IMWG and represent interests of NWSW Nutrition Cluster in it.

Capacity building of local actors:

- Provide NWSW partners and decentralized structures with technical assistance and operational support for the production, exploitation, and use of data and generate useful information for evidence-based

data management; Contribute to the strengthening of institutional capacities of partners at the regional and decentralized levels in the data management of the nutrition sector.

Partnership, Coordination and Collaboration:

- Facilitate partnerships and collaboration with internal and external counterparts, including those of other UN Agencies, to strengthen the capacity to collect and disseminate data and information on programme results.
- Establish and maintain a link with applicable program management and knowledge network to ensure the continuous availability of up-to-date nutrition programme data.
- As a member of the NWSW nutrition sector and cluster coordination team, contribute to the effective roll out and monitoring of the core sector functions and to the Humanitarian Programme Cycle (HNO, HRP, FTS and CCPM).
- Actively engage with other IMOs through relevant IMWGs, including representing the Sector on the inter-sector IMWG

Accountability to Affected Population:

- Support the nutrition program and partners, and cluster coordination team and cluster partners in setting up and maintaining a program/cluster complaint and feedback mechanism based on the inputs/guidance provided and feedback regularly to the cluster/program partners.

Indicative Assignment dates: 01.09.2024

Supervisor: Nutrition Officer/Cluster Coordinator, Buea

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

EDUCATION:

- University Degree in Management of Information Systems (MIS), data management and in-depth analysis or Computer Science or Statistics or related disciplines

WORK EXPERIENCE:

- Minimum of 1 year of professional experience in Information Management, knowledge/data management, monitoring and evaluation or related field in Nutrition sector
- Minimum two years of experience in the emergency humanitarian operations,.
- Knowledge of cluster approach, UN System, and NGO humanitarian community
- Experience in database design, database distribution and map production and capacity building to give "hands-on" training on database management and reporting. Proficient in use of GIS, Advanced Excel, SPSS or STATA. MS Access or other databases (e.g. pivot tables and functions), and other related software packages. Proven skills in using map-making packages such as ArcGIS, Mapinfo, QGIS, Adobe creative suite for mapping.
- Demonstrated skills and experience in webpage management.

LANGUAGE REQUIREMENT

Fluent in English (verbal and written) and basic knowledge of French is required. Knowledge of another official UN language or a local language is an asset.

COMPETENCIES

Core value

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

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

7. Submitted by: CFO, Buea

Name and Title: Muhammad Idrees Khan

Date: _____ **Signature:** _____

8. Review & Endorsement:

1) **Reviewed by Human Resources:** Marie Sagna-Nadji

Date _____ **Signature** _____

9. Approved by: Representative: Nadine Perrault

Date: _____ **Signature:** _____