TERMS OF REFERENCE
(FOR Temporary Appointments)

unicef

UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Information Management Officer, P-2
Section: Education Section, Cox's Bazar
Duration: 364 days
Duty Station: Cox's Bazar
Reports to: Education Manager

1. Purpose of Assignment:

UNICEF is the leading agency in the education sector response supporting 10 implementing partners who provide education in 31 camps in Cox's Bazar in 3,298 learning facilities and in 12 schools in Bhasan Char to 241,177 learners (115,838 girls and 125,339 boys). UNICEF's direct programming contributes to more than 85 percent of the overall Education Sector achievement for the Myanmar Curricula. In UNICEF's programmes 48 percent of learners are female and 52 percent are male but for secondary education only 22 percent of learners are female.

For the implementation of a formal curriculum, having a sufficient Education Information Management System (EMIS) is essential to track the progress of the education response, for real-time monitoring and reporting, and to identify gaps in Education and to contribute to overcoming some of the challenges. The Information Management Officer (IMO) will support multi-year, multi-million institutional education donor grants and must ensure quality programme results are achieved, evidenced and funds are utilised according to donor requirements.

Under the direct supervision of the Education Manager, Cox's Bazar Field Office, and close collaboration with Planning, Monitoring and Reporting Section, is responsible to support a coordinated approach to information management and assessment activities for an accountable, needs-driven and effective response. The IMO supports information management strategy and system development and strengthening which includes capacity building of Implementing Partners IMOs and with education sector partners on assessment. The role includes the analysis and visualization of information to inform decision making and report on progress of the education programme including for internal and external stakeholders.

The IMO contributes to achievement of results according to plans, funding allocations, results-based management approaches and methodology (RBM), as well as UNICEF's Strategic Plans, standards of performance, and accountability framework. The IMO will line manage 1-2 persons.

2. Major duties and responsibilities:

1. **Lead management and implementation of information management systems for education programme development and planning.**
2. **Programme management, monitoring and delivery of results including institutional contract and grant management.**
3. **Technical and operational support for evidence-driven, quality programme implementation to integrate and harness information management or the education response including data collection, analysis, storage, use and dissemination.**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**

1.	**Lead management and implementation of information management systems for education programme development and planning:** • Design and oversee the implementation of a robust information management architecture for collecting and analysing data from different sources. This includes integrating data from Commcare, Tangerine and Education Sector 5Ws • Establish and implement data governance standards to ensure data quality, integrity and consistency across all our data systems including implementing partner generated data. • Strengthen data security and privacy protocols to protect sensitive data. • Ensure data quality and compliance through periodic assessment of UNICEF's information management systems.
2.	**Programme management, monitoring and delivery of results including institutional contract and grant management:** • Coordinate the allocation and tracking of learners, teachers and facilities as per donor requirements • Maintain regular reporting from Education Section to Education Sector • Support the development and analysis of assessment data (school assessments, household census and surveys, rapid/emergency response needs assessments and third-party monitoring findings) • Manage contracts with data, monitoring and information system providers including with CommCare and for data entry services. • Grant management (project management and reporting) for one institutional donor and provision of data and statistics for all management and reporting needs. • Technically supervise the design, implementation, reporting and dissemination of findings of a of a multi-variant learning assessment of Rohingya children for evidence generation and programme adaptation.
3.	**Technical and operational support for evidence-driven, quality programme implementation to integrate and harness information management including data collection, analysis, storage, use and dissemination in UNICEF's education response:** • Support visualization, collection, quality assurance and maintenance of primary data and information elements for education in a protracted humanitarian setting support to internal and external decision-making. • Identify secondary data and information resources relevant for and prior to deployment for rapid needs assesssment. • Assist in strategic and operational decision-making by coordinating the processing and analysis of data and presenting it in the format most useful for analysis (e.g. reports, maps) using latest data visualisation and mapping technologies. • Develop and maintain information products highlighting the needs, response and remaining gaps in the education response. • Maintain and update GIS data set and produce cartography and infographics as requested by the section. • Assist in structured development and dissemination of UNICEF information products and services (e.g. reports, data and maps) internally and to external partners (ISCG, donors, UN agencies, government).
4.	**Networking and partnership building:** • Liaise with UNICEF Planning, Monitoring and Reporting (PMR) section and Education Sector Information Manager to gather and share information. • Liaise with Education Sector Information Manager and share information as appropriate and identify and gather information which can inform UNICEF Education section response and preparedness decisions. • Work in close collaboration with Communication section to provide content updates for the UNICEF website, twitter and humanitarian products

5.	**Innovation, knowledge management and capacity building:**
	- Promote and support capacity building of UNICEF staff, sector partners, government personnel as required on information management. - Development of tools, templates, Standard Operating Procedures (SOPs) and simplified guidance for the collection and analysis of data by different stakeholders. - Organise regular IM meetings to coordinate and strengthen efficient data management and to foster knowledge sharing & exchange between implementing partners. - Deliver training sessions on information management tools and data analysis processes for education sector partners to enhance their knowledge and skills to effectively understand and undertake education data analysis. - Line manage for two individuals, providing supervisory management and capacity development support through coaching, mentoring and effective leadership. - Any other duties as may be requested by Chief of Field Office, Emergency Manager, Chief of Education and Education Manager in Cox's Bazar.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL: A university degree in one of the following fields is required: geographic information systems, statistics, information management, economics or another relevant technical field.

WORK EXPERIENCE: A minimum of two years' experience in data management or statistics preferably with the United Nations (UN). Experience with data sharing, data security and privacy protocols, data management and data analysis to support policy formulation and implementation. Must be proficient in data analytics and visualization software such as Power BI. Advanced excel skills are required.

DESIRABLE:
- Experience in data collection and analysis in field situations
- knowledge of GIS and geospatial systems and techniques
- Knowledge of national and international statistical systems
- knowledge of education, international protection, human rights and international humanitarian law
- Experience working in a developing country and in humanitarian response is considered an asset
- Relevant experience in a UN system agency or organization is considered as an asset
- Preferred proven ability to be supervise a small team
- Knowledge in CommCare, SPSS, R and ArcGIS is advantageous

LANGUAGE PROFICIENCY: Fluency in English is required. Knowledge of local language (Bengali) is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Core Values	Competencies
- Care - Respect - Integrity - Trust - Accountability	- 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)

Child Safeguarding Certification
(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1.Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	☒ Yes	☐ No
2a. Is this a Direct* contact role?	☒ Yes	☐ No
2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. *"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.	☒ Yes	☐ No
3a. Is this a Child data role? *:	☒ Yes	☐ No
3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) * "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".	☒ Yes	☐ No
4. Is this a Safeguarding response role* *Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations	☐ Yes	☒ No
5. Is this an Assessed risk role*? *The incumbent will engage with particularly vulnerable children[1]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].	☒ Yes	☐ No

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[1] Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

[2] i.e. the role-risk will be compounded by other residual risks.