

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Information Management Officer, P2

Section: Education Section, Cox's Bazar

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Education Manager

1. **Purpose of Assignment:** Under the direct supervision of the Education Manager, Cox's Bazar Field Office, and close collaboration with planning, monitoring and reporting Section, responsible to support a coordinated approach to information management and assessment activities for an accountable, needs-driven and effective response

2. Major duties and responsibilities:

Support visualization, collection, quality assurance and maintenance of primary data and information elements, in Education in Emergency (EiE) context and UNICEF EiE response, that are required internally and externally to support decision-making.

Identify secondary data and information resources relevant for and prior to deployment for rapid onset EiE response.

Liaise with UNICEF M&E Section and Education Sector Information Manager to gather and share information – especially for background data and sources of information in-country.

Maintain and update GIS data set and produce Cartography and infographics as requested by the section.

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.

Liaise with IM Education sector Focal Point and share information as appropriate and identify and gather information which can inform UNICEF Education section response and preparedness decisions.

Assist in structured development and dissemination of UNICEF information products and services (e.g. reports, data and maps) through internally and to external partners (ISCG, donors, UN agencies, government): for example, hard copy, email list and websites.

Work in close collaboration with communication team to provide update contents on the UNICEF website, twitter and humanitarian products;

Promote and support capacity building of UNICEF staff, sector partners, Government personnel as required on information managements and simple mapping with M&E section.

Maintain and strengthen regular reporting from Education Section to Education Sector (ie. Sector Updates, Sit Rep and Sector Monitoring Tools).

Develop and maintain information products highlighting the needs, response and remaining gaps in the UNICEF Education response (ie. Dashboards).

Support the development and analysis of needs assessment and monitoring programmes.

Any other duties as may be requested by Chief of Field Office, Chief of Education and Education Manager/Team Leader 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: social science, statistics, information management, economics or another relevant technical field.

WORK EXPERIENCE: A minimum of two years' experience in data or statistical field which may be in an international context or humanitarian or development situation. Experience with data sharing, data management and data analysis to support policy formulation and implementation.

Desirable:

Knowledge of national and international statistical systems; knowledge of international protection, human rights and international humanitarian law; experience in data collection and analysis in field situations; knowledge of GIS and geospatial systems and techniques.

Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.

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

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies**Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

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)

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?*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply below.		
2a. Is this a Direct* contact role?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*"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.</i>		
3a. Is this a Child data role? *:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>* "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".</i>		

<p>4. Is this a Safeguarding response role*</p> <p><i>*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)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

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.

