

TERMS OF REFERENCE FOR LOCAL CONSULTANCY

Information Management and Reporting Consultant

Individual Consultant is expected to perform this assignment full-time office based.

Duty Station: Yerevan, Armenia

Supervisor: Monitoring & Evaluation (Child Rights Monitoring) Specialist

Time-frame: from 1 June 2021 to 30 December 2021 (7 months)

Purpose of Activity/Assignment:

Under the general guidance and direction of the Child Rights Monitoring and Evaluation (CRM/E) Specialist and in coordination with the Emergency Coordinator (and Deputy Representative), as well as the UNICEF SWG leads, the IMWG, UNICEF Planning and Monitoring Officer and Heads of Sections, the incumbent will be responsible for strengthening the information gathering, processing, visualization and use with IM tools, procedures and systems. They will also assist in the analysis and reporting of this information to facilitate the planning, implementation, monitoring and evaluation of mostly crisis situation and related activities.

Scope of Work:

Armenia is facing a dual crisis, dealing with the COVID-19 pandemic and the aftermath of the escalation of conflict in Nagorno Karabakh at the end of 2020. The conflict in Nagorno-Karabakh exacerbated the socio-economic consequences of the COVID-19 pandemic, creating new needs and priorities impacting both the local host population and NK population in refugee-like situation. Scaled up response to address immediate and medium-term needs of host communities and displaced populations affected by the dual crisis is ongoing and is anticipated to be required for the next 6 months.

The UN in Armenia has established a flexible coordination structure centred around four Working Groups (WG) – Shelter and NFIs, Protection, Food Security and Nutrition. Under these, additional Sub-Working Groups (SWG) have been established for Child Protection (UNICEF lead), Education (UNICEF lead), and humanitarian cash transfer programming (UNICEF lead, UNHCR Co-lead). The coordination structure is supported by an Information Management WG (IMWG), to ensure a harmonized approach among agencies and partners in collecting information on activities and to facilitate data and information gathering as well as dissemination. With increased partners, scaled up needs and response UNICEF requires strengthened capacities for coordination and information management to better support the three working groups, as well as continue monitoring of both COVID-19 and NK conflict situation in Armenia, as well as UNICEF response to the dual crisis.

Work Assignment overview Task/Milestone:	Deliverables/ Outputs	Timeline:	Estimate Budget
Collection and analysis of data about partners and activities via 5W's (Who, What, Where, When and for Whom) matrix, cluster priority response matrix and other tools.	Consolidated 5W's (Who, What, Where, When and for Whom) matrix, cluster priority response matrix and other tools, analyzed data reports.	Bi-weekly	n/a
Report, analyze and share data through established IMWG monitoring systems,	Reports	Bi-weekly or as needed	n/a

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including if necessary, tailoring internal simple and easy-to-use information management tools, processes and workflows			
Alongside the UNICEF CRM/E Specialist, act as a UNICEF information management focal point in the IMWG, to help ensure systems and tools reflect SWG needs and requirements and facilitate information flow between the IMWG and SWGs	Participation and contribution to IMWG	Bi-weekly	n/a
Together with the UNICEF Sections and SWG leads, facilitate data analysis to help estimate needs, coverage and gaps and avoid duplication of actions	Reports and data briefs	As needed	n/a
Prepare and facilitate monitoring of all UNICEF response based on inputs from different 5W matrixes and UNICEF sections. Facilitate development of the Situation updates (sitreps) including relevant visualized data on overall situation and UNICEF response coordinating inputs from all sections	Monitoring template and reports, SitRep	Bi-weekly and as needed	n/a
Together with SWG leads, UNICEF Sections and IMWG support contributions to the IMWG dashboards and UNICEF programmes to producing any other IM products, uploading necessary documents	IMWG dashboard updates, uploaded documents	Bi-weekly	n/a
Support SWG leads to prepare data-based presentations and documents, prepare sitrep inputs etc. and share with the SWG lead in a timely manner.	Presentations and briefs	Weekly	n/a
Support IMWG and CO in needs assessments, post-distribution monitoring, other data collection, analysis of affected population and response and advise on data gaps and potential tools to collect additional information	Data collection tools, analytical documents, briefs, papers, visualizations, presentations	Weekly	n/a
Ensure that timely information update on CO progress and results is available by compiling, organizing, analyzing and preparing data for reports, planning, management, monitoring and evaluation purposes as needed.	Monitoring reports	Weekly	n/a

Any other information management tasks as discussed with supervisor, or based upon requirements of the CO.	n/a	n/a	n/a
Minimum Qualifications required:	Knowledge/Expertise/Skills required:		
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: BSc Degree Management information System (MIS), Computer Science, Data Analytics, Statistics or related disciplines.	Work experience: <ul style="list-style-type: none"> • At least 2 years relevant experience with the Information Management or Data analytics. • Advanced Excel skills is required. • Experience with database design, data management, data processing and analysis, as well as working with statistical data is required. • Experience with data visualization, including familiarity with software for interactive data visualization, like Power BI and Tableau, design of maps, infographics etc is required. • Experience with spatial analysis software (e.g. qgis/ ArcGis), field data collection tools (e.g. ODK, KOBO) and content management systems is desired. • Experience with humanitarian preparedness and response is an asset. Language Proficiency: <ul style="list-style-type: none"> • Good working proficiency in English (written and spoken) • Knowledge of Russian in an asset Other skills and Attributes: <ul style="list-style-type: none"> • Capacity to work in stressful conditions. • High level of Integrity and commitment to UNICEF's mission and professional values. • Good organizational, communication and interpersonal skills. • Flexibility and adaptability to changes 		
<p>Terms of the application: The deadline for the submission of applications is 23 May 2021. Applications should include:</p> <ul style="list-style-type: none"> • Cover letter; • CV; • Financial Proposal. <p>All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link.</p> <p>Incomplete applications will not be considered.</p> <p>Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of</p>			

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Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.