**TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT**

**Title:** Social Policy Specialist (Data Management)

**Level:** NOC

**Appointment Type:**  Temporary

**Duration:** 364 Days

**Duty Station:** Abuja

**Reporting to:** Chief, Social Policy

**BACKGROUND:**

UNICEF’s core mission is to advocate for the rights of every child, with a focus on equity and reaching the most disadvantaged children and families. This commitment is aligned with UNICEF’s equity strategy, which emphasizes ensuring that every child has the opportunity to survive, develop, and reach their full potential without discrimination.

In Nigeria, the COVID-19 pandemic and increasing insecurity has exposed and exacerbated systemic weaknesses within the social protection systems, highlighting the critical need for strengthened social protection mechanisms. The Government of Nigeria, guided by the National Social Protection Policy (NSPP) and the Medium Term National Development Plan (2021 – 2025), is committed to advancing social protection for all. However, challenges such as low expenditure, weak institutional capacities, and complex administrative mechanisms persist.

UNICEF is committed to supporting the Government of Nigeria in addressing these challenges through system strengthening, shock-responsive social protection, and resource mobilization, with a focus on improving the coverage and impact of social protection programs for children.

**PURPOSE OF THE ASSIGNMENT:**

Under the direct guidance of the Chief, Social Policy, the Social Policy Specialist (Data Management) will provide critical technical support to UNICEF Nigeria’s Social Policy Section in managing and integrating data essential for the successful implementation of both development and humanitarian programs. The role involves establishing and maintaining robust data management practices, ensuring seamless integration of data within the management information system, and safeguarding the sensitive information of vulnerable populations.

Key responsibilities include managing large volumes of data related to program beneficiaries, ensuring data security and privacy, and providing technical guidance to the Government of Nigeria in the review and development of the National Social Register.

The scope of work encompasses direct programmatic collaboration with government and civil society partners, as well as support and linkages to teams working across sectors such as education, health, child protection, water and sanitation, nutrition, emergency response, and social and behavioral change communication. Additionally, the incumbent is expected to provide technical support to other members of the section in promoting efficient investment for children and resource mobilization by developing innovative partnerships to secure funding for social protection programs within the country office.

**MAJOR RESPONSIBILITIES:**

1. **Data Management and Integration:**
   * Manage and analyze large volumes of data related to the implementation of social protection programs.
   * Ensure data is accurately integrated into the management information system to inform program decisions and strategies.
   * Develop and maintain data management protocols to ensure data security, privacy, and integrity, particularly within the context of humanitarian programming.
2. **Technical Support and Capacity Building:**
   * Provide technical support and guidance to UNICEF teams and government counterparts on data management best practices.
   * Facilitate capacity-building initiatives to enhance the data management capabilities of government institutions, particularly in the review and development of the National Social Register.
3. **HOPE Platform Implementation:**
   * Support the implementation of the HOPE digital platform within humanitarian programs to manage sensitive beneficiary data.
   * Ensure the platform mitigates risks associated with data misuse, discrimination, and harm to beneficiaries.
   * Monitor and evaluate the effectiveness of the HOPE platform in managing beneficiary data and protecting their rights.
4. **Collaboration and Coordination:**
   * Collaborate with internal and external stakeholders to ensure data-driven decision-making in social protection programs.
   * Coordinate with government agencies, NGOs, and other partners to align data management practices with national policies and international standards.
   * Contribute to the development of reports, policy briefs, and other documentation that utilizes data to advocate for improved social protection coverage for children.
5. **Monitoring and Reporting:**
   * Regularly monitor data quality and consistency across programs and ensure compliance with UNICEF’s data management standards.
   * Prepare and present data-driven reports to support UNICEF’s advocacy and programmatic efforts.
   * Provide timely and accurate data insights to inform the design, implementation, and evaluation of social protection initiatives.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** An advanced university degree (Master’s or higher) in Social Sciences, Statistics, Data Management, Public Policy, or a related field.

**Experience:** A minimum of 5 years of professional experience in data management, analysis, and integration within social protection or related fields, preferably with experience in a humanitarian context. Experience working on social protection is considered as a strong asset.

**Technical Skills:**

* Proficiency in data management software and tools (e.g., Excel, SPSS, R, Stata).
* Experience with digital platforms for managing sensitive data, particularly in complex and fragile contexts.
* Knowledge of the social protection landscape in Nigeria is highly desirable.An advanced university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field.

**Language Requirements:**

Fluency in English is required. Knowledge of another official UN language or a local language is an asset.

**Core Values:**

Care, Respect, Integrity, Trust, Accountability

**Core Competencies:**

* Nurtures, Leads and Manages People (2)
* Demonstrates Self Awareness and Ethical Awareness (2)
* Works Collaboratively with others (2)
* Builds and Maintains Partnerships (2)
* Innovates and Embraces Change (2)
* Thinks and Acts Strategically (2)
* Drive to achieve impactful results (2)
* Manages ambiguity and complexity (2)