

State of Palestine WASH Cluster

TOR – Information Management Specialist

Duration: 1 March to 30 August 2024

Location: East Jerusalem

JOB DESCRIPTION

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.

And we never give up.

For every child, support

UNICEF in the State of Palestine works to uphold the rights of children to access services and protection, from early childhood through adolescence. Our objective is to ensure that every child in the Gaza Strip and the West Bank, including East Jerusalem, irrespective of background or circumstance, has an equal chance to fulfil their potential. We are working for every child and young person in the State of Palestine.

How can you make a difference?

The WASH Information Management Specialist position will support the SoP national WASH Cluster. The position reports to the SoP WASH Cluster Coordinator for general guidance and direction.

Under the overall direction and guidance of the WASH Cluster Coordinator, the WASH Information Management Specialist will provide leadership for the IM function of the Cluster. They are responsible for ensuring IM processes effectively contribute to a well-coordinated, strategic, adequate, coherent, and effective response by participants in the Cluster that is accountable to those who are affected by the emergency. In their effort to enable an efficient and effective response to the humanitarian crisis, the WASH Information Management Specialist is responsible for leading and managing the collection, analysis and sharing of information that is essential for the Cluster/ Sector/ Working Group participants to make informed, evidence-based, strategic decisions.

The postholder's main tasks and responsibilities will include but not be limited to:

Coordination and representation

- As a member of the coordination team, contribute to the effective roll out and monitoring of the core cluster functions (as outlined by the IASC Reference Module) and to the Humanitarian Program Cycle (HNO, FLASH Appeal, HRP and CCPM),
- Represent the Cluster IM function at all levels and coordinate with others within the function to ensure effective communication, reporting and engagement,
- Supervise the National IM officer.
- Actively engage with other IMs through relevant IMWGs, including leading or participating in the Cluster IMWG and representing the Cluster on the inter-cluster IMWG,
- Promote harmonized and coordinated approaches to IM across partners, AoRs/ Clusters/ Sectors/ Working Groups and OCHA.

IM function management

- Create and implement of an IM strategy and data collection and analysis plan that consider the information needs of stakeholders and that are compliant with standards and protocols for ethical data and information management,
- Implement regular secondary data reviews and primary data collection including designing questionnaires using appropriate tools,
- Conduct data processing including organizing, cleaning, triangulating, evaluating, and validating the data,
- Analyze data to meet identified information needs of Cluster members and other stakeholders,
- Create accurate, quality, and timely information products that are in line with agreed style guides,
- Disseminate information and information products through appropriate channels,

- Maintain and ensure the accessibility of a common and shared secure storage system,
- Gather feedback on IM products and use to make improvements.

Needs assessment and analysis.

- Working collaboratively with other members of the Cluster, contribute to the planning and implementation of needs assessment and analysis, including joint assessments and analysis, at national and subnational levels,
- Collect information on economic needs, markets, and price monitoring to support the equal consideration and use of all program delivery modalities (in-kind, cash, voucher, and services),
- Work with Cluster participants to identify information gaps at national and sub-national levels, agree and implement ways to bridge those gaps by providing technical advice and support to partners,
- Analyze needs assessment data to provide required information for the HNO including estimating People in Need (PIN),
- Compare and align joint needs analysis findings with other AoRs/ Clusters/ Sectors/ Working Groups and participate in developing reports.

Strategic response planning

- Design and implement partner presence mapping,
- Contribute to strategic planning, response prioritization and the development of the HRP or other response plans as relevant, including the formulation of objectives, indicators and targets, prioritizing response modalities and activities, identifying and quantifying inputs and the curation of data.

Resource mobilization

- Monitor and analyse the Cluster's financial situation and support financial tracking,
- Support and advocate with AoR/ Cluster partners for financial reporting on the Financial Tracking Service (FTS),
- Support evidence-based advocacy and resource mobilization by providing accurate, relevant, and timely data, information and information products.

Implementation and monitoring

- Develop, implement, and maintain a Cluster monitoring plan and associated databases, including a response monitoring (3/4/5Ws) database,
- Ensure the Cluster monitoring plan, and 3/4/5Ws include program delivery modalities (in-kind, cash, voucher, and services),
- Support Cluster members to contribute timely and quality periodic monitoring reports on Cluster and OCHA platforms,
- Support monitoring in the areas of information flows, dissemination, processing, analysis, and dissemination,
- Conduct quantitative and qualitative gap and coverage analysis to identify spatial and temporal gaps, overlaps and coverage of the Cluster humanitarian response,
- Monitor adherence to relevant sector quality standards, regulations, and codes.

Operational peer review and evaluation

- Lead the annual cluster coordination performance monitoring (CCPM) exercise and annual review,
- Contribute to sectoral and broader humanitarian evaluations.

Accountability to affected people.

- Be accountable to affected populations by ensuring the meaningful participation of affected people, maintaining an effective feedback mechanism and handling complaints appropriately, by ensuring data about the most vulnerable is systematically collected and analyzed, and by encouraging partners to work accountably,
- Ensure the inclusion of cross cutting issues (age, child protection, disability, gender, gender-based violence (GBV) mitigation and response and HIV & AIDS) in Cluster data collection, analysis, and dissemination,
- Adhere to child safeguarding and PSEA policies including procedures for challenging and reporting incidents and ensure other members of the IM team comply.

Strengthen national and local capacity.

- Take steps to strengthen local and national leadership and capacity by encouraging participation of local and national actors in the IM activities of the Cluster and providing support to partners to overcome technical and operational challenges in participating in IM activities,
- Design and implement an IM capacity assessment and capacity development plan for Cluster partners.

To qualify as an advocate for every child you will have...**Education:**

- An advanced university degree in one of the following fields is required: Information Management or Information Systems, GIS Information Technologies, Computer Science, Statistics, Social Sciences or another subject area relevant to Information Management or to the Cluster/ Sector.
- Formal training in WASH Cluster/ Sector Information Management is considered an advantage.
- Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.

Experience:

- A minimum of **5 years** of professional experience in information management, data management, geographical information systems, assessments, situation analysis and/or PM&E with the UN and/or NGO is required.
- Experience of demonstrating very strong information management skills in (Database management, MS Excel, PowerBi, Tableau, GIS systems, and websites management) is essential for this post.
- Experience in a humanitarian context is required, with experience of working in the humanitarian coordination system considered an asset.
- Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.

Language Requirements:

- Fluency in English is required. Knowledge of Arabic language will be an asset.