

TERMS OF REFERENCE

Title:	WASH Information Manager (Standby Partner)
Reports to:	WASH Sector Coordinator (Field Operations, Emergencies and Humanitarian Affairs Section)
Duration:	Three months deployment
Location:	Beirut, Lebanon

BACKGROUND

Hostilities on the Lebanon-Israel border sharply escalated in September 2024, altering the pattern of the conflict that has been ongoing since October 2023. Attacks conducted between 16 and 27 September 2024 led to the deadliest period of the conflict with 1,030 dead, including 87 children, 56 women and two UN staff, and 6,352 injured in 10 days. The cumulative number of deaths from October 2023 to September 2024 has surpassed 1,640 people, including 104 children and 194 women, according to the Lebanese Ministry of Public Health.

The escalation has led to a surge in mass displacement, with more than 210,000 internally displaced people (IDPs), including around 74,000 children, officially counted by September 2024ⁱ. More than 100,000 Lebanese and Syrians have fled Lebanon for Syria.

On 29 September 2024, Lebanon's Prime Minister announced that collective shelters were being set to accommodate up to one million IDPs. More than 700 collective shelters, most in public schools, were in place by September 2024, hosting nearly 100,000 IDPsⁱⁱ. UNICEF frontliners reported instances of Syrian families being denied access to some public shelters.

Educational institutions across the country are closed for learning, following the postponement of the new school year and temporary suspension of classes by the Ministry of Education. Public infrastructure has been damaged, including more than 25 water facilities since October 2023, affecting water supply for over 360,000 people. Nearly 30 Primary Health Care Centres (PHCCs) were closed by September 2024 due to security risks.

On 28 September 2024, the UN Humanitarian Coordinator for Lebanon activated the Humanitarian Country Team's (HCT) planning scenario of an uncontrolled conflict affecting one million people. A new Inter-Agency Flash Appeal (USD 424 M) and UNICEF HAC Appeal (USD 105 M) are being launched.

The escalation has further compounded the economic and financial crisis that pushed 44 per cent of the population in Lebanon into poverty, according to the World Bank.

On 28 November, a ceasefire came into effect. The situation is still fragile and could result again in displacement. At the same time, there remains extensive needs in existing collective shelters where some displaced people have remained (including Lebanese, Syrian and Migrant groups), in return areas where often damage has been extensive. The mapping and analysis of WASH sector damages, needs, responses and gaps access to sector information and guidance is critical in supporting the overall sector response, understanding the overall humanitarian situation and to give strategic direction to the sector.

PURPOSE

In coordination with WASH sector coordination team, the surge information manager, in collaboration as necessary with national authorities, provide information management expertise and support to contribute to a well-coordinated, coherent, strategic, and effective WASH response. The information manager will contribute to the achievement of the 6+1 Cluster Core Functions:

Core sector/cluster functions:

- 1. Supporting service delivery**
 - Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
 - Develop mechanisms to eliminate duplication of service delivery
- 2. Informing strategic decision-making of the HC/HCT for the humanitarian response**
 - Needs assessment and gap analysis (across other sectors and within the sector)
 - Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
 - Prioritization, grounded in response analysis
- 3. Planning and strategy development**
 - Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
 - Application and adherence to existing standards and guidelines
 - Clarify funding requirements, prioritization, and sector contributions to HC's overall humanitarian funding considerations (Flash Appeal, HRP, CERF)
- 4. Advocacy**
 - Identify advocacy concerns to contribute to HC and HCT messaging and action
 - Undertaking advocacy activities on behalf of sector participants and the affected population
- 5. Monitoring and reporting** the implementation of the sector strategy and results; recommending corrective action where necessary
- 6. Contingency planning/preparedness** for recurrent disasters whenever feasible and relevant.
- 7. Accountability to affected populations**

MAIN RESPONSIBILITIES AND TASKS

- Respond to the national and sub-national WASH sector coordination and participant needs for information.
- Support the adaptation of existing in-country IM approaches for collecting, analysing and reporting Sector at national and sub-national activities and resources, identifying information gaps.
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Support reporting from WASH sector participants, including 5Ws ('Who does What, Where, When and for Whom?' databases)
- Support the estimation of spatial and temporal gaps, overlaps and coverage of sector activities and projects.
- Work with sector participants to identify information gaps at national and sub-national levels and propose ways to bridge those gaps
- Work with inter-sector IM Specialists to develop appropriate supportive strategies.
- Use GIS mapping for map production and geographic data management to support analysis of sector needs, response and gaps
- Adopt and promote the use of global standards for IM for inter-operability.
- Manage flows of information and dissemination in an appropriate way, including website management.
- Manage an inventory of relevant documents on the humanitarian situation.
- Support the development and analysis of needs assessment and monitoring programmes
- To provide IM leadership in assessments and monitoring, including joint assessments and training.
- Support the preparation of SitRep inputs with emphasis on sector plans, targets and achievements.
- Develop and strengthen IM capacity through the training
- Contribute to the core sector/cluster functions

MINIMUM QUALIFICATIONS AND COMPETENCIES

- University degree (minimum preference at Master's Degree level) qualification desirably in subjects/areas related to information management/public health informatics or similar. Note that work experience may substitute for a specific degree qualification. Formal training in cluster IM an advantage
- Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; knowledge of establishing and managing basic websites (e.g. UNOCHA's Humanitarian Response platform); proven skills in using map-making packages, data visualisation (e.g. Tableau), web design and software development are an asset.
- Very good verbal communication skills to engage and support response monitoring and reporting with partners. Ability to communicate ideas around best ways information management can support the sector.
- Understands key issues for the WASH sector sufficiently well enough to be able to: engage with sector participants; understand their sector-specific IM needs.
- Knowledge of WASH sector as a whole and its priority issues is an asset
- Ideally 5 years professional experience with direct experience of applying information management skills
- Fluency in English (verbal and written). Good written/spoken skills in Arabic an asset.
- Rapid availability and deployment important (open to very initial remote support).

ⁱ IOM DTM Round 48

ⁱⁱ Disaster Risk Management Unit – Shelter Management Dashboard v. 29 September 2024