**TERMS OF REFERENCE**

**Title:** Information Management Officer (Cholera/AWD Response)

**Reports to:** National WASH Cluster Coordinator

**Duration:** 3 months (with possible extension request)

**Location:** Yangon, Myanmar,

**Preferred Start Date**: ASAP

**BACKGROUND**

Myanmar faces recurring challenges from Acute Watery Diarrhea (AWD)/Cholera outbreaks and severe flooding, significantly impacting vulnerable communities. Effective coordination, enhanced data management, and capacity building are critical to address these issues efficiently. This Stand by Partner aims to strengthen WASH Cluster coordination, improve data systems, and support evidence-based decision-making.

**PURPOSE**

The Information Management Officer (IMO) will support the WASH Cluster by focusing on:

* AWD/Cholera Response: Efficiently managing data to identify, monitor, and respond to AWD/Cholera outbreaks.
* Flood Response: Providing timely information to guide interventions in flood-affected regions.
* Capacity Building: Equipping WASH Cluster members with the skills needed for effective response and data management.

**MAIN RESPONSIBILITIES AND TASKS**

* Enhanced Data Management
* Establish and maintain an efficient data collection, monitoring, analysis, and dissemination system for AWD/Cholera and flood-affected areas.
* Develop tools for real-time information sharing and tracking of outbreaks.
* Provide data visualization (e.g., infographics, maps) to support decision-making.
* Improved Coordination with other cluster’s IMOs and to subnational IMOs
* Facilitate information sharing among WASH Cluster partners, national and subnational teams, and field staff.
* Ensure consistent and actionable communication across all regions to streamline interventions.
* Support coordination meetings and prepare documentation to reduce duplications in response efforts.

**Timely Response**

* Capacitate and conduct rapid assessments and monitor ongoing interventions.
* Prepare timely reports and situation updates to inform adjustments in WASH activities.
* Assist in producing donor reports and resource mobilization briefs.
* Strengthened Monitoring & Evaluation
* Enhance Monitoring & Evaluation (M&E) frameworks to assess the effectiveness of interventions.
* Identify gaps and challenges to improve accountability and resource allocation.
* Support partners in applying M&E findings to optimize their strategies.
* Regularly updated maps and dashboards highlighting vulnerable areas and ongoing interventions.

**Capacity Building**

* Deliver training to WASH Cluster members on information management tools and techniques.
* Develop easy-to-use manuals and resources to maintain institutional knowledge.
* Facilitate workshops to build competencies in data analysis and visualization.
* Expected Deliverables
* Operational data management system tailored for AWD/Cholera and flood response.
* Training sessions conducted for WASH Cluster partners, with training materials documented.
* Monthly progress reports, including key findings and recommendations.
* Final report summarizing outcomes, challenges, and recommendations for sustainability.

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**QUALIFICATIONS AND COMPETENCIES**

**Competencies and Skills**

* Proven expertise in information management, data analysis, and visualization.
* Strong coordination and communication skills, particularly in multi-stakeholder environments.
* Experience in humanitarian WASH responses, including AWD/Cholera and flood interventions.
* Proficiency in GIS, database management, and visualization software.

**Qualifications**

* A university degree in social sciences, information management, computer science, public health, or related fields.
* Minimum 2 years of professional experience in information management, preferably within humanitarian contexts.
* Familiarity with WASH Cluster operations in Myanmar or similar settings is an advantage.
* Fluency in English is required; knowledge of Myanmar language is an asset.
* Reporting and Work Relationships
* The IMO will report directly to the National WASH Cluster Coordinator and work closely with subnational teams, cluster partners, and relevant stakeholders. Regular updates will be provided to UNICEF and other humanitarian actors involved in WASH Cluster activities.