

STANDBY TERMS OF REFERENCE



STANDBY TERMS OF REFERENCE

1. ASSIGNMENT DETAILS:

Standby Modality: in-country, remote, hybrid	In-country
Country and duty station	Bujumbura, Burundi
Title and Level:	Information Management Specialist (P3)
Type of Crisis:	Emergency Response to the Influx of Refugees
Emergency experience required	Yes <input checked="" type="checkbox"/> Please specify: Information Management No <input type="checkbox"/>
Duration of assignment:	6 months
Supervisor Name and Email:	Name: Beifith Kouak Tiyab Email: bkouaktiyab@unicef.org

2. BACKGROUND AND CONTEXT:

Burundi is facing a massive refugee influx from South Kivu, DRC, with 90,790 asylum seekers identified between 6 and 31 December 2025. Relocation operations have concentrated the majority of refugees at Busuma settlement, Ruyigi Commune, which is now hosting numbers far beyond its infrastructural capacities.

The situation is particularly alarming given the poor accommodation conditions and the very cold climatic conditions at the site. Inadequate shelter, limited access to warm clothing and water significantly increase the risks of hypothermia, respiratory infections, malnutrition and protection concerns, especially for children, pregnant women and older persons.

This emergency is unfolding in an already overstretched humanitarian context, compounded by the continued response to over 36,000 refugees who arrived in February 2025, the expected return of more than 100,000 Burundian refugees from Tanzania, and the lingering impacts of recent floods on host communities and basic services.

UNICEF Burundi is collaborating with the Government and humanitarian partners to implement inter-agency priorities in response to the refugee influx. The response focuses on ensuring a safe and inclusive environment for children and other vulnerable groups,

including the identification and support of those most at risk. It also prioritizes the delivery of life-saving assistance, such as safe water, sanitation, shelter, food, and basic health and nutrition services. In parallel, efforts are underway to strengthen inter-agency coordination, information management, and advocacy to mobilize resources and ensure a timely and effective response.

3. TERMS OF REFERENCE : *please note a set of already populated [Terms of Reference](#) for key profile areas used in UNICEF are available for your use. You may use these and adapt to your needs accordingly*

A. ROLE PURPOSE:

Under the overall direction and guidance of the Chief PME in collaboration with the Emergency Specialist at UNICEF, the Information Management Specialist will provide leadership for the IM function of the UNICEF sectors. The selected candidate will be responsible for ensuring IM processes effectively contribute to a well-coordinated, strategic, adequate, coherent, and effective response by participants in the WASH, Child Protection, Health, Nutrition and Education sectors that is accountable to those who are affected by the emergency. The IM specialist will also be responsible for Knowledge Management, coordinating the sector-wide end-user monitoring, and reporting. In their effort to enable an efficient and effective response to the humanitarian crisis, the Information Management Specialist is responsible for leading and managing the collection, analysis and sharing of information that is essential for the Sectors/ Working Group participants to make informed, evidence-based, strategic decisions.

B. MAJOR DUTIES AND KEY RESPONSIBILITIES:

The scope of the activities listed below may vary, depending on the length of the assignment and phase of the crisis. Please adapt the standard TOR if necessary.

The Information Management Specialist reports to the Chief of PME Office for guidance and general supervision with the key responsibilities:

- **Data collection, compilation and analysis:** Support the development and revision of UNICEF and Inter-Agency Information Management (IM) tools. - Represent UNICEF in Inter-Agency Information Management discussions, including data collection, quality assurance and clearances prior to dissemination, ensure consistency in data collection across sections using data sources, such as the 5W matrix, Activity Info, and sector data collection.
- **Data visualization:** Provide clear and concise data visualization products (e.g. maps, dashboards, infographics and financial/resource analyses) to UNICEF managers and partners. Perform mapping exercises through 5W matrices, needs and gaps analyses, online mapping, and services and infrastructure.

- **Information exchange and dissemination:** Support the development of effective methods and platforms to standardize and share information. Develop and maintain catalogues of IM and data products, including maps and assessments. In this case, S/he ensures monitoring and tracks the progress in addressing the epidemic trends. The Information Management Specialist will draft reports and ensure quality assure other analytical productions with regards to the refugee response. S/he will support the development of SitRep in relation with the refugee response. Finally, S/he will coordinate all data and information issues regarding the refugee response with all the stakeholders (UN agencies, other partners, Government, etc.)
- **Coordinate the IM function:** Provide technical leadership and support cluster IMO to ensure that sector and cluster data are consistent and harmonized.

C. MINIMUM REQUIREMENTS

- 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, Knowledge Management, or another subject area relevant to Information Management or to the Cluster/Sector.
- 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.
- Information management skills are essential for this post, including Database management, MS Excel, Power BI, Table management, GIS systems, and website management.
- Good understanding of Sectoral coordination in emergencies and to be able to engage with sector participants and understand sector specific IM needs.
- Strong knowledge of GIS/cartographic outputs.
- Knowledge Management skills and coordination experience are an asset.
- Experience in a humanitarian context is required; experience working in the humanitarian coordination system and/or in refugee settings is considered an asset.
- Fluency in French, both written and spoken, is required. Strong written and verbal communication skills in English are an asset.