

**Terms of Reference**

**Programme Title:** GBV Response and Prevention Programme

**Post Title:**  Information Data Management Specialist

**Post Level: Service Contract,** SB4/Mid

**Position number:** 00189343

**Duration of the service:** one yearwith possible extension

**Duty Station:** Kyiv

**Full/part time:** Full time

**The position:**

The Program Analyst, GBV Information/Data Management is located in UNFPA Ukraine Country Office and reports to the GBV Sub Cluster Coordinator.

**How you can make a difference:**

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people, because these are the groups whose rights are often compromised. UNFPA has been active in Ukraine since 1997.

In accordance with the organizational mandate and national development priorities of Ukraine, UNFPA implements a country program of technical assistance to Ukraine for 2018-2022. Among several priorities, the country office leads the inter-agency Gender-Based Cluster Coordination mechanism to ensure the timely delivery of GBV prevention and response services across the country; enhance the capacity of local and national actors to provide lifesaving GBV services in a safe and ethical manner, and generate information on the needs, gaps, and response activities to GBV for coordination, program improvement, and advocacy.

Since the start of the large-scale military invasion of Russia to Ukraine in February 2022, UNFPA and gender-based violence sub-cluster partners are implementing a nationwide Humanitarian Response Plan to provide life-saving GBV services to women and girls across Ukraine.

To enhance and scale up its coordination function at national and sub-national levels, the GBV subcluster requires improved information management to feed into the elaboration of programming strategies, humanitarian funding processes, mainstreaming GBV into other sectors, engaging in advocacy, and preparing situation reports (“sitreps”), supporting Flash Appeals, CERF and pooled funding requests with the data that is needed.

UNFPA is seeking highly-motivated candidates that share our passion of making a sound contribution to creating a Ukrainian society free from gender-based violence. We need strong professionals who are innovative, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

Under the direct supervision of the GBV Sub-cluster Coordinator, the position is responsible for maintaining, strengthening, leading, and managing the GBV Sub-Cluster Information Management function.

The incumbent will perform the following functions:

* Support the development and maintenance of the Who Does What, Where and to Whom (5W) database which will aid in the tracking of humanitarian-focused activities across the different parts of the country
* Building strong relationships and maintaining regular contacts with the local and international NGO community to gather information on their humanitarian and development activities in support of the Who, What, Where, When database. This requires frequently liaising with responsible parties
* Support the development of standardized reporting formats, SOPs for need assessments, consolidating reports and data in the required formats for internal and external use
* Consolidate existing assessments on the GBV situation and/or work with relevant agencies, the displaced and host populations to conduct relevant participatory analyses of GBV
* Develop and contribute to rapid assessments and monitoring tools on GBV risks and the needs of the affected population
* Support GBV service mapping to inform up-to-date referral pathways to facilitate timely and efficient referrals for children and GBV survivors to multi-sectoral response services
* Support the GBV AoR in conducting an analysis of the severity of needs and calculating the number of people in need (PiN) of GBV response and setting realistic and measurable targets for priority activities and locations
* Work with the GBV coordination groups to adopt a standardized GBV incident report/intake form and other relevant forms as necessary. Train partner organizations and other sectors in the use of this form with particular emphasis to the Guiding Principles for Working with GBV Survivors and in line with the GBV Information Management System (GBVIMS)
* Develop and disseminate regular information management products such as dashboards and maps to visualize analysis of the GBV response activities’ coverage, gaps, overlaps, and the progress against the humanitarian response plan targets
* Update the GBV SC Webpage and support the creation/updating of content (text and images) for web- publishing
* Support training, technical working groups, needs assessments, and other activities (eg. training of information systems and tools) as part of the overall GBV sub-Cluster preparedness and response interventions
* Maintain contact and distribution lists
* Represent UNFPA in an inter-agency capacity to support information management within pre-existing GBV coordination bodies in order to promote the highest standards of GBV prevention and response, in line with global guidance.

**Qualifications and Experience:**

* Minimum 2 years of professional experience in IM for the humanitarian sector, including secondary data reviews, 3/4/5W reporting, gap analysis, database design, management, etc.
* Familiarity with Excel desktop publishing software, and basic website management. Knowledge of chart analysis/pivot tables is an advantage.
* Professional experience with GBV or any other aspect of protection in emergencies is an advantage.
* Understanding of the IASC cluster approach and national/global cluster information management principles and tools is an advantage.
* Some background in using geographic information system (GIS) software, particularly ArcGIS online, is preferred.
* Good research and analytical skills, ability to multitask and prioritize workload.
* Familiarity with UN procedures, policies, and frameworks will be a benefit.

**Education:**

Advanced university degree in information management, information & communication technology, electronic business management systems, social sciences or computer sciences.

**Languages:**

Fluency in English, Ukrainian and Russian.

**Required Competencies:**

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| **Values:*** Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change
 | **Functional Competencies:*** Advocacy/ Advancing a policy-oriented agenda
* Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
* Delivering results-based programmes
* Internal and external communication and advocacy for results mobilisation
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| **Core Competencies:** * Achieving results
* Being accountable
* Developing and applying professional expertise/business acumen
* Thinking analytically and strategically
* Working in teams/managing ourselves and our relationships
* Communicating for impact
 | **Managerial Competencies:*** Providing strategic focus
* Engaging in internal/external partners and stakeholders
* Leading, developing and empowering people, creating a culture of performance
* Making decisions and exercising judgment
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Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_