**UNFPAlogo**

**Terms of Reference**

**Terms of Reference**

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

**Post Title:** Data Management Assistant

**Post Level: Service Contract,** SB3/Q1

**Position number:** 199303

**Duration of the service:** one year,with possible extension

**Duty Station:** Kyiv

**Full/part time**: Full time

**The position:**

Under the supervision of Information & Data Management Associate, the Data Management Assistant implements the daily activities and tasks related to the work of the programme, provides technical and analytical support such as but not limited to:

* Data collection, tools and process & needs assessment;
* Monitoring;
* Dissemination and access to information for programme stakeholders;
* Support effective mapping and timely updating of relevant information;
* Contributing to the information management training and capacity building of stakeholders, when needed.

**How you can make a difference:**

UNFPA 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 organisational mandate and national development priorities of Ukraine, UNFPA, the United Nations Population Fund, implements a country programme of technical assistance to Ukraine for 2018-2022. The programme seeks to contribute to the empowerment of young people in the social, political and economic domains of the country, and advance the cause of gender equality in all its dimensions.

Alongside this development work and driven by the humanitarian consequences of the armed conflict in eastern Ukraine, UNFPA participates in the development and implementation of the annual Humanitarian Response Plans (HRPs) of the United Nations Humanitarian Country Team in Ukraine to provide support to internally displaced persons (IDPs), returnees, host communities and people who remain in the conflict areas. More specifically, UNFPA mostly contributes to the work of health and protection clusters within the HRPs and leads the gender-based violence (GBV) sub-cluster.

**Job Purpose:**

The UNFPA GBV programme presently covers twelve regions of Ukraine, including most affected by the war, and focuses on the delivery of the following outputs:

1. Further development of social and institutional environment that will contribute to zero tolerance and eradication of violence against women in Ukraine;
2. Ensuring that in Ukraine majority of gender-based violence survivors seeks and have access to good quality survivor centred services;
3. Contributing to building strong national (GoU) ownership over the existent GBV response mechanisms and frameworks in order to ensure sustainability.

Data Management Assistant works in a client, quality and results-oriented manner in close collaboration with all units of the UNFPA Country Office (CO), programme personnel, as well as personnel of other UN agencies to exchange information and to ensure smooth programme functioning. S/he is one of the core programme team members and plays a vital role in collecting, analysing, and sharing information that is important for the stakeholders to make informed (evidence based) strategic decisions. S/he proactively monitors and reports on all relevant initiatives focused on GBV information management, including those being implemented by UNFPA partners and local actors.

**You would be responsible for:**

**Assist in Data Gathering, Tools and Process**

* Proactively assist in gathering of information from programme and other counterparts, which is of use to the programme for informing decisions;
* Support in GBV data analysis and visualisation, produce data visualisation reports;
* Adapt and maintain programme information management tools;
* Support in identifying barriers for information collection, collation, analysis and sharing and work with the Information & Data Management Associate to develop appropriate supportive strategies;
* Working with Information & Data Management Associate, conduct needs assessment: as appropriate, design of data collection forms, ensuring that the purpose and use of all data collected is clear, questions are simple, clear, collectable and easily collectable, highlighting where potential problems might arise; organise and manage the data input and initial analysis and presentation of data for the programme.

**Monitoring**

* Manage GBV programme databases and derivative products, such as dashboards, cumulative data tables, and maps;
* Support in inventory of relevant common UNFPA data sets, including population data disaggregated by age, gender, disability and other parameters;
* Support in development of simple, user-friendly monitoring reporting for the programme activities;
* Contribute to programme’s humanitarian reporting to OCHA and GBV sub-cluster.

**Dissemination and Access to Information for Stakeholders**

* Hold inventory of relevant documents on the GBV and humanitarian situation, i.e. mission reports, assessments, evaluations, etc.;
* Hold technical consultations (when needed) on information management solutions developed by partners and stakeholders;
* Develop simple and effective methods to share information in an appropriate way using internet, e-mail groups, hard copies, verbal feedback at programme coordination meetings and dissemination to affected communities as part of accountability to affected populations.

**Training and capacity building of sector partners**

Promote and support training of other UNFPA staff and programme partners, as and when required.

**Qualifications and Experience:**

* At least 3 years of relevant professional experience in managing information, coordination or related area;
* Proficiency in current office software applications and corporate IT systems, advanced Excel skills (e.g. pivot tables, functions, etc.) is essential;
* Proven skills to analyse statistical information, ability to formulate information management-related technical requirements and operating procedures;
* Strong ability to compile and holistically analyse diverse datasets, including visualising results of the analysis;
* Knowledge of quantitative and qualitative methods of social research, including experience of developing and analysing surveys, will be an asset;
* Understanding of GIS, geospatial systems and techniques and ability to collect and organise data to support their production (potentially to be produced by others) will be an asset;
* Knowledge of humanitarian-development nexus and/or areas related to the UNFPA mandate (gender-based violence, sexual and reproductive health, population and development, gender equality) will be a strong asset.

**Education:**

Bachelor Degree in Information Technology, Data Management, Information Systems, Communications or in the field of social studies, gender studies, public health, geographic sciences, humanitarian affairs, political science or related area.

**Languages:**

Fluency in English and Ukrainian.

**Required Competencies:**

|  |  |
| --- | --- |
| 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 mobilization |
| 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 |  |

Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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