



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Information Management Specialist

Global Protection Cluster

UNHCR, the UN Refugee Agency, is offering a *home-based consultancy/individual contractor* within the *Global Protection Cluster*.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title	:	Information Management Specialist
Duty Station	:	Home-based
Duration	:	8 weeks
Contract Type	:	Home-based consultancy
Consultancy Level	:	Level A
Total Consultancy Fees	:	US\$ 12,200 (Payable in two instalments)
Closing date	:	12 November 2020
Start date	:	ASAP

Organisational context

The GPC is a network of nongovernmental organizations (NGOs), international organizations and United Nations (UN) agencies, engaged in protection work in humanitarian crises including armed conflict, climate change related and natural disaster. The GPC is mandated by the IASC, led by the United Nations High Commissioner for Refugees (UNHCR), governed by a Strategic Advisory Group, co-chaired by the GPC Coordinator and an operational NGO, and serviced by a multi-partner Operations Cell. The GPC unites members, partners and communities working on the full gamut of protection activities, including in four specialized Areas of Responsibility (AoRs): Child Protection, Gender-Based Violence, Housing, Land and Property and Mine Action.

One of the key priorities of the GPC Strategic Framework 2020-2024 is to consistently put basics of coordination and collaboration in place in all our operations. This includes ensuring principled and effective coordination, collaboration and analysis is in place to meet cluster responsibilities and to contribute to timely and informed decisions by Humanitarian Coordinators (HCs) and Humanitarian Country Teams (HCTs).

With this priority in mind, and in response to protection risks exacerbated and arising during the COVID-19 pandemic, the GPC developed an Operational Footprint that identifies a minimum package of critical activities to be implemented feasibly in all protection cluster operations, and aims to increase predictability and clarity for key stakeholders and provides a framework of key protection actions to be integrated into Humanitarian Response Plans, as well as National Peace and Development Plans.

The position

As Information Management Specialist, the consultant will support the GPC Operations Cell to support the roll-out an enhanced Field Coordination and Operational Mapping tool, that aims to establish a baseline and monitor the status and progress of field protection clusters with regards to core coordination functions and the implementation of the operational footprint, including consolidation, analysis and reporting of the data collected. The consultant will also support the consolidation and analysis of protection planning figures and response frameworks as part of the Humanitarian Programme Cycle 2021, including development of dashboards and visual products for the High-Level Event of the GPC Global Protection Forum.

Duties and responsibilities

The consultant will:

- consolidate, analyze and update funding figures from field protection clusters in recent years, including development of dashboards and visual products for High Level Event of the GPC Global Protection Forum
- consolidate and analyze key Humanitarian Program Cycle 2021 planning figures and response frameworks from field protection clusters, such People in Need, severity, funding, objectives, including development of dashboards and visual products;
- support the roll-out of an enhanced Field Coordination and Operational Mapping tool, as well as lead the consolidation, analysis and reporting of the data collected,
- support field protection clusters and GPC Ops Cell with data management and analysis for the OCHA's annual mapping of cluster structures.
- Support Setup of 2020 CCPM system & tools

Monitoring and Progress Controls:

- First analytical report / dashboard of field coordination and operational mapping
- Database and report / dashboard of protection funding figures in the last 5 years and HPC 2021 protection planning figures
- 2020 CCPM system & tools
- Database, analytical report and dashboard of field coordination and operational mapping

Essential minimum qualifications and professional experience required

- Basic University Degree in Computer Science, Development Studies, Economics, Law or a related field.
- 4 years experience working in an inter-agency environment at field and/or Headquarters level.
- Understanding of humanitarian coordination processes and recent inter-agency developments related to the IASC and the broader UN.
- Excellent Computer skills, including MS Word, Excel, Access and database software
- Demonstrated organizational skills, including the ability to work independently and productively with multiple stakeholders in a fast-paced environment.

- Flexible work attitude: the ability to work productively in a team environment and independently, and to handle requests or issues as they arise.
- Excellent interpersonal and communication skills: the ability to successfully and effectively liaise with people in a wide range of functions in a multi-cultural environment.
- Proficiency in written and spoken English.

Location

The successful candidate will work from home and be remotely connected to the Global Protection Cluster team in Geneva.

Conditions to apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to hqdipvac@unhcr.org indicating ***VN 16/FPS/DIP/2020 Information Management Specialist*** in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

[Geneva 04 November 2020](#)