



UNITED NATIONS POPULATION FUND

Closing Date: 21 January 2024 (Jerusalem time)
Post Title: **Information Management Specialist**
Category: Service Contract SB – 4/1
Post Number: UNFPA-SC-2024-001
Duty Station: Jerusalem
Duration: Six months with possibility of renewal

VACANCY ANNOUNCEMENT

UNFPA Palestine supports GBV interventions at two levels. It coordinates multi-sectoral and comprehensive partner interventions through the GBV sub-cluster under the overall protection cluster. UNFPA also implements specific prevention and response activities. Specifically, this includes coordination of comprehensive GBV-related prevention and response activities among different actors through chairing the GBV sub-cluster, under the protection sector to ensure comprehensive sharing of information, identification of response gaps, mainstreaming of GBV risk mitigation measures in other sectors and follow-up through relevant protection stakeholders. UNFPA also supports the revision and operationalization of already developed National Standard Operating Procedures (SOPs). Programmatically, UNFPA focuses on community sensitization and awareness raising on GBV prevention and response, supports strengthening of services delivery including safe spaces serving as entry points for multisectoral services opportunities and referral, and provides personal hygiene/dignity kits to the most vulnerable women and adolescent girls of communities affected by humanitarian crisis.

Job Purpose:

Role Description:

In Palestine, UNFPA has responsibility for leading GBV AoR, called “GBV Sub-Cluster”, under the Protection Cluster. In collaboration with the GBV sub-cluster coordinator, the incumbent will support UNFPA/GBVAoR in an inter-agency capacity to ensure a robust and well-functioning information management system for GBV response that promotes the highest standards of GBV ethical data management, in line with global guidance, as well as also support the information management needs of the Sexual and Reproductive Health (SRH) Task Team, led by UNFPA (and a sub-working group of the Health Cluster), as needed.

MAJOR DUTIES AND RESPONSIBILITIES:

Under direct supervision of the GBV sub-cluster coordinator, the Information Management Specialist (IMS) will provide technical support to ensure that up-to-date information necessary for effective GBV programming and coordination is collected, used, stored and shared, in line with relevant standards. The IMS will support the GBV AoR to make informed, evidence-based strategic and programmatic decisions for GBV programming on the basis of the collected and analysed information on: the scale/scope and coverage of the GBV responses at states level and the needs of affected populations. The GBV IMS will provide technical guidance, mentoring, and collaborate closely with GBV AoR Coordinator and the gender and GBV program lead. The IMS will also support the information management needs of the SRH Task Team, as needed.

Support Coordination and Service Delivery

- In consultation with the GBV AOR partners, develop/update IM strategy which defines how data is collected, collated, analyzed and shared and the ethical and safety standards in GBV data management.
- Conduct mapping of all actors (national and international organizations as well as local community-based institutions) working on GBV prevention and response using 4Ws matrix.
- Conduct periodic mapping of multi-sectoral GBV service providers and existing and potential referral mechanisms, identifying details of the specific types of response services (entry points),

- their locations, service providers' contact details to establish/update/strengthen referral pathways for GBV survivors.
- Conduct analysis of the service mapping data to identify key gaps in terms of availability, accessibility, quality of services as well as issues of duplications in order to assist the GBV AOR coordination develop mechanisms to address them.
 - Manage information flows and dissemination in a timely and appropriate ways, including up-to-date contact/ mailing lists, shared information repositories (such as google drive, drop box), humanitarian website and other platforms.
 - Support GBVIMS roll-out
 - Organize and maintain safe and accessible systems for exchange of information about GBV standards/guidelines, assessments, resource mobilization processes and coordination.
 - Represent the GBV AOR in the Information Management Working Group (IMWG) meetings; and work with relevant clusters, including protection (led by OHCHR), child protection (led by UNICEF), the Inter-Cluster Coordination Group (led by OCHA), health (led WHO and MoH) and relevant stakeholders (national and international NGOs and community- based organizations) to exchange and analyse relevant information.
 - Support the GBV AOR partners in applying GBV guiding principles (safety, non-discrimination, confidentiality and informed consent) as keystones of safe and ethical data management, including not seeking or disclosing unauthorized information that could be misconceived as prevalence of GBV
 - Contribute to advocacy and communication materials (key messaging/briefing note/talking points, etc.) developed by the GBV AOR to help a better understanding of the GBV needs due to the humanitarian crisis as well as the gap in the response and financial requirements.

Capacity Building

- Conduct periodic capacity building survey among the GBV AOR partners in order to assess the level of partners' capacity in different relevant thematic areas (including IM), identify capacity building/training needs and map-out existing initiatives and resources.
- Facilitate IM capacity building support to the GBV AoR partners to ensure timely and quality data collection, storage, analysis, dissemination and usage in line with relevant safety and ethical guidelines. (e.g training, one-to-one support, learning sessions during GBV AOR meetings, refresher sessions, etc.)
- Develop/update guidance note on the GBV AoR 4W monitoring tool, including response indicators definition and how to use the tool.

Needs Analysis, Strategic Decisions and Response Planning

- Identify/update the GBV AOR information needs and appropriate methods/available data sources to facilitate informed strategic decisions and effective response planning.
- Support the GBV AOR in conducting analysis of 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.
- Ensure GBV specific indicators and questions are adequately and appropriately integrated in the existing and new inter-agency assessments including Displacement Tracking Matrix (DTM) , Site Reports (SR), protection monitoring, etc.
- Map out and review available qualitative and quantitative secondary data sources to assist the GBV needs analysis and identify information gaps.
- Participate in relevant GBV-related assessments/data gathering initiatives to provide direct technical support on the GBV in emergency assessment methodologies and the ethical considerations based on the WHO Ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies
- Support review and adaptation of the GBV rapid assessment tools to ensure coherent and quality use of common assessment tools amongst partners.
- Consolidate and analyse information/data on the GBV related needs, vulnerability and capacities of the population affected by the crisis from secondary data review, existing multi sectoral assessments, DTM, GBV response monitoring data, and GBV-specific assessment.
- Represent the GBV AOR in joint intersectoral needs analysis team/working group.

Response Monitoring and Reporting

- Support the GBV AOR in developing/revising its response monitoring plan; setting up appropriate indicators and measurements; and establishing/strengthening effective data management tools and systems for tracking progress against response targets.
- Work with the GBV AOR partners to maintain timely monitoring and reporting practice to update achievements and gaps in activity implementation/service delivery.
- Collect, compile and clean the weekly GBV 4W data and share with the relevant partners including the protection cluster and OCHA.
- Based on analysis of the GBV 4W and other response monitoring tools, prepare and share with the protection cluster and OCHA the GBV AOR's updates/inputs for the periodic humanitarian situation report and response monitoring dashboard.
- 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.
- Provide regular presentation/briefing on the IM products and data analysis during the GBV AOR coordination meetings.
- Project proposals, internal and external situation reports (SitReps), bulletins, GBV risk assessments, health needs overviews (HNO), and strategic response plans (SRP), etc.

SRH TT Support

- Undertake similar support to coordination, service delivery, capacity building, needs analysis, and response monitoring / reporting for the SRH TT, as needed.

Key Deliverables:

- Up-to-date contact list and accessible GBV AOR information repository
- Service mapping, directory and GBV referral pathway database and infographics
- GBV secondary data review
- GBV indicators included in inter-sector assessments
- The GBV in emergency rapid assessment tools reviewed
- 4W data and GBV AOR's inputs to humanitarian situation reports
- Dynamic/online and/or static dashboards/maps showing the GBV partners' operational presence, activities/service coverage and response gap analysis
- GBV severity of needs and people in need (PiN) analysis by district (locality) for HNO/HRP
- Response needs and priority analysis, including estimation of disaggregated target population by activity at locality level

Guidance notes on 4W reporting and monitoring indicators

Work relations:

The Information Management Specialist maintains collaborative relationships with all operations and programme staff. S/he will also maintain collaborative relations with the Regional IMO. External contacts including GBV AoR members and other UN agencies in the country.

Job Requirements:

Education:

- Advanced University Degree in in computer/data science, statistics, GIS, demography, economics or the equivalent combination of education and experience in a related area.
- Required demonstrable professional experience in the area of Gender-Based Violence Information Management linked to Sub-Sector coordination.
- Required in-depth understanding of current challenges surrounding global tools and guidance on GBV Information Management, in particular processes surrounding the HNO/HRP and inter-agency IM work streams.

Knowledge and Experience:

- 2-5 years' professional experience in areas relevant to Information Management, analysis, and needs assessments.
- Effectively uses quantitative and qualitative analysis as well as visualization methods, software and ability to produce and disseminate regular IM products tailored to appropriate audiences.
- Proficiency in Excel and other data analysis tools, desktop editing and publishing software.
- Knowledge of the UN system, the Cluster Approach and the Transformative Agenda.
- Demonstrated skills in communication, and training and mentoring to GBV and non-GBV specialists in GBV IM standards and principles.
- Strong interest and motivation for inter-agency coordination

Languages:

Fluency in oral and written English and Arabic.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieve 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
- Knowledge sharing

Functional Skill Set:

- Advocacy/ Advancing a Policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications Sunday, 21 January 2024 (Jerusalem time). Only those short-listed for the position will be contacted.