



## 2) Information management expected outputs :

1. Identification of food security needs of affected populations
2. Prioritization of these areas according to Food Security indicators
3. Actors and stakeholders mapping
4. Key gaps identification (in activity and needs)
5. Capacity weighing (human, material, financial) of available/required resources to be used in support of the identified prioritised response needs
6. Informing strategic decisions of the Humanitarian Coordinator (HC) and Humanitarian Country Team (HCT)/Country Management Team (CMT)
7. Coordinating, Planning, and implementing Cluster strategies, including contingency planning and preparedness

As part of the FS cluster coordination pillar the NSSWFSCC's key responsibilities will be as follows :

- Contribute to the HNO and lead the process for the FSC through identification of needs, severity, geographical scope, and Persons in Need, with the support of the IMO and in consultation with the cluster partners
- Undertake planning and strategy development by contributing to the HRP and lead the process for the FSC through coordinating the design of the response strategy and logframe, in consultation with the cluster partners.
- Lead the review of FSC partners projects submitted on the HPC online system, based on the agreed inclusion criteria (where relevant).
- Support the establishment and smooth running of appropriate humanitarian coordination mechanisms: ensure inclusion of key partners at national and sub-national level, organize regular cluster meetings, as required.
- Support the establishment and smooth running of Technical Working Groups to support partners in key thematic areas (ex: agriculture, livestock, cash, targeting, etc.) or key thematic emergencies (e.g. besieged areas, etc.)
- Ensure an inclusive governance structure for the FSC (including co-leadership of national authorities where possible, Strategic Advisory Group, NGO co-chairing, etc.)
- Ensure timely, inclusive and regular information sharing and discussion with the cluster partners through various modalities including cluster meetings, email dissemination of cluster products (dashboards, maps, assessments, etc.). Ensure monitoring of the response implementation and reporting (including capitalization documents)
- Facilitate / lead needs assessment & analysis, support in conducting surveys such as EFSA /CFSAM/SMART, secondary data review, and dissemination of available information (inventory / repository) to partners
- Ensure that available information is analysed in a coordinated manner and utilised for decision-making at different levels (e.g. Cadre Harmonisé (CH) )
- Ensure mainstreaming of cross-cutting and cross-sectoral issues (e.g. gender, age, HIV and AIDS, human rights, disability, environment, early recovery, protection, nutrition) and appropriate participatory and community-based approaches in cluster/inter-cluster needs assessments, analysis, planning, implementation and monitoring
- Ensure the use and application of common standards (e.g. SPHERE standards and CHS), and harmonization of programmatic responses (SOPs on modality of delivery, Minimum Expenditure Basket, minimum assistance package)
- Contribute to country level contingency planning and coordinate cluster/sector-wide emergency preparedness and response
- Ensure the development of regular food security reports (Sitreps, Bulletins, newsletters, etc.)
- Participate in various coordination forums including Inter-cluster, technical working groups (e.g. Cash WG) and other relevant clusters, especially Nutrition, WASH, Health, and Protection
- Undertake advocacy and resource mobilization on behalf of the FSC partners in a neutral and impartial manner. Engage different country based pooled funding schemes processes (identification of needs and required interventions, due diligence, review of projects, monitoring of implementation of project, etc.).
- Identify funding for the FSC team in order to have a running FSC, in close collaboration with the CLAs. Actively track FSC funding status in consultation with CLAs to ensure continuity of operations
- Identify capacity gaps and needs and provide training and capacity building opportunities to FSC partners
- Together with the FSC-IMO, support gFSC initiatives, e.g. CCPM (Cluster Coordination Performance Monitoring), global cluster annual overview, the Global Network Against Food Crises, etc.
- Supervise the national IMO (once the position is filled) and provide guidance to the co-chair and other Cluster team members, and ensure a smooth and inclusive relationship of the Cluster team with all partners and CLAs
- Report regularly to CLAs including NGOs co-chair, where existing.

As part of the Information Management pillar the NSSWFSCC will spearhead collection and data analysis of information required to make programmatic decisions.

As such, the NWSWFSCC needs to be able to liaise and communicate with many different types of people and agencies and act as a 'bridge' between food security decision makers and technical information management (IM) staff.

Fundamental to the job is the ability to collect and analyse data as well as to present information in a way that is easily understood by the cluster members. Sometimes this is through graphic means such a mapping but also through tables, charts, and narrative writing. Other times it involves discussing the information directly with the decision makers.

Recently, gFSC has developed a web based Information Management (IM) tool that is now accessible to all country-level clusters. The gFSC IM tool is an elaboration of a tool that was built and used by the Somalia and South Sudan FSCs.

The IM tool facilitates data collection, processing and response analysis. By producing project reports and maps the IM tool can visualize gaps and overlaps of partner responses, and avoid duplication of humanitarian assistance, especially considering issues of food availability, access and utilization. Consistent information sharing by partners facilitates project tracking and monitoring, and ultimately result in evidence based decision making for strategic intervention and improved implementation. Furthermore, use of the IM tool enhance the dissemination of timely and accurate information for advocacy efforts by clusters.

The NWSWFSCC will work impartially with all members of the FSC and represents the group as a whole, and not a specific agency. S/he will work closely with the UN Humanitarian/Resident Coordinator and the Office of Coordination of Humanitarian Affairs (OCHA) or their designated official as required.

### KEY PERFORMANCE INDICATORS

Expected Outputs:

Required Completion Date:

#### Cluster coordination :

- Food Security needs analysis and response plan
- Food Security Cluster/Sector workplan with key deliverables
- Collection of need assessment; surveys and IPC/CH (where relevant)
- Contingency plans and SOPs
- Harmonised packages (e.g. MEB, food basket, livelihood response, Early Action, AAP)
- Multi-sector joint planning with other clusters (linked to the GNAFC)
- CCPM report
- Food security sitrep, newsletters/bulletins (stand-alone and inter-sector)
- Knowledge Capitalization documents
- Advocacy notes and round table meetings minutes (with key actors such as donors, government)
- FSC resource mobilization strategy and business case

30 sept 2022

#### Data collection and information analysis:

- Provision of IM services to cluster for key decision making, including managing the FSC IM Tool. These services will include data collection, cleaning, collation, analysis and dissemination processes relevant to the needs of the cluster. This may require building additional and appropriate capacity through the training of additional staff and managing, organizing, and conducting these activities;
- Proactive information gathering from Cluster partners and other organizations which may be of used to the Food Security Cluster for informing decisions;
- Identification of secondary data and information resources as needed;
- Organization and management of the data input and initial analysis and presentation of data for the Food Security cluster, including setting up the FSC IM Tool in accordance with the country context.
- Creation and management of contact directories and mailing lists of Food Security Cluster partners;
- Management of Who does What Where and When (4W) database and derivative products, such as maps with the gFSC Information Management Tool
- Inventory and identification of relevant common Cluster / Sector data sets, including population data disaggregated by age and sex;
- Development of simple, user-friendly emergency Food Security monitoring reporting formats in consultation with the local authorities, providers of Food Security assistance and other key stakeholders;
- Data collection on the humanitarian requirements and contributions ( financial, material, human – as appropriate);
- Review of FSC partners projects submitted on the HPC online system, based on the agreed inclusion criteria (where relevant).

- Support of gFSC initiatives, e.g. CCPM (Cluster Coordination Performance Monitoring), global cluster annual overview, the Global Network Against Food Crises, etc.

**Other tasks:**

- Liaise with OCHA and other clusters – share information as appropriate and identify and gather information from other clusters which can inform Food Security response and preparedness decisions;
- Assist in organizing and following up with FSC Meetings (including preparing and disseminating meeting minutes)
- Disseminate information, including through e-mail updates, bulletins, etc.,
- Ensure the FSC website is kept up to date
- Provide inputs for various situation reports and information inquiries as needed
- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

**Desired Responsibilities**

- Ensure an inclusive governance structure for the FSC (including Strategic Advisory Group, NGO co-chairing, etc.)
- Ensure the development of regular food security reports (Sitreps, Bulletins, newsletters, etc.)
- Produce maps of 4Ws, identified gaps, food security resources and needs as requested with GIS software as needed beyond the basic maps that can be produced with the IM Tool