



**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**  
**Terms of Reference for Consultant Category B \***

<b>Name:</b>			
<b>Job Title**:</b>	Information Management Officer for the Food Security Cluster		
<b>Division/Department:</b>	OER		
<b>Programme/Project Number:</b>	EU: GCP/GLO/955/EC (TF.OERDC.TFEU110018423)		
<b>Duty Station:</b>	N'djamena. Field missions to be foreseen		
<b>Expected Start Date of Assignment:</b>	01.07.2021	<b>Duration:</b>	100 days
<b>Reports to: Name:</b>	Damien Joud	<b>Title:</b>	Programme officer

\* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:  
1 year for a category C;      5 years for a category B;      12 years for COF category A;      15 years PSA or COF category A (World Class Expert);

\*\* Please enter a short title (max 25 chars) for this assignment.

**GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED**

**\*This VA is to be included officially in the Food Security Cluster roster. Successful candidates will be eligible to be selected for deployment in various countries.**

**Organizational Setting**

Since its endorsement by the Inter-Agency Standing Committee (IASC) in December 2010 and its functional set-up in April 2011, the global Food Security Cluster (gFSC) has been successful in creating a conducive environment for global partners to discuss food security operational and policy matters. It has been instrumental in developing tools and providing guidance and support to countries affected by humanitarian crisis.

The gFSC is led by FAO and WFP. Over 40 international non-governmental organizations (NGOs) and the international Federation of the Red Cross and Red Crescent Societies (IFRC) are active members at global level. The cluster focuses on coordination of food assistance and livelihood humanitarian interventions.

Overall, food security is the largest sector in humanitarian response, as it represents 35% of funding requirements through the global humanitarian appeal. The average profile of a country food security cluster is a group of 68 partners targeting two million food insecure people and managing a sector appeal of US\$ 250 million yearly.

**Reporting lines**

The IMO reports to the FSC cluster coordinator and the Focal Point HDP Nexus on the day to day activities. S/he responds to the FSC Membership's needs for information.

**FUNCTION PURPOSE**

The Information Management Officer (IMO) is one of the core Food Security Cluster (FSC) Coordination team members and plays a vital role in collecting, analysing, and sharing information that is important for the cluster stakeholders to make informed, evidence based and strategic decisions on:

1. Food security needs and geographic areas of affected populations
2. Location and activity of Food Security actors
3. Key gaps in activity/program coverage and response overlaps

4. Existing capacity (human, material, financial) to be utilised in support of the identified response needs
5. Monitoring of the response against the HRP and other set indicators

The FSC IMO is responsible for the day-to-day management of the FSC IM Tool, under the technical guidance and support of the IM team at the Global FSC.

The IMO needs to be able to liaise and communicate with a wide range of stakeholders and acts as a 'bridge' between food security decision makers and technical information management (IM) staff.

Fundamental to the job is the ability to design (and/or adapt) the right tools to collect and analyse data as well as to present information in a way that is easily understood by the FSC members, and external audience (i.e. graphic means such a mapping but also through tables, charts, and narrative writing).

#### **Key Responsibilities and Tasks:**

- Support the HNO preparation: provide data for FS indicators, together with FSC-CC, and along with IMWG, analyse the severity of needs and define PiN
- Support the development, together with the FSC-CC and in consultation with sector partners, of the coordination of FSC response plans, strategy and logframe (e.g. HRP);
- Support the FSC team in creating and monitoring FSC HPC online system for project submission;
- Support the FSC and GNAFC team in gathering information from FSC partners and other organizations which may be of use in ensuring informed decision-making processes by developing info gathering tools
- Support the FSC and GNAFC team in developing and maintaining database about FSC partners' activities, analyse and process the data, and share final information and products (dashboards, maps, etc.) with FSC and GNAFC partners. Ensure that data is collected and presented in a way consistent with the FSC and GNAFC objectives
- Support the FSC and GNAFC team in ensuring financial monitoring for cluster response activities (check OCHA FTS);
- Support the FSC and GNAFC team in conducting secondary data review, compiling an inventory of available assessments and providing FSC partners (and IPC where applicable) with a list of available information/data with respective sources on a regular basis (e.g. common Cluster / Sector data sets, including population data disaggregated by age and sex, assessments and other surveys such as EFSA /CFSAM/SMART, IPC);
- Support the FSC team in creating and maintaining Contact directories and mailing lists;
- Train and support the FSC team in maintaining updated gFSC country and the FSC Humanitarian Response webpages with all relevant material;
- Conduct capacity building for FSC partners on IM (e.g. on monitoring / reporting formats, project submission, excel use);
- Train and support the FSC team in developing reports (Sitreps, Bulletins, newsletters) and other IM products (such as interactive maps) by providing the FSC-CC with data and information;
- Assist in organizing FSC Meetings and working groups (if applicable);
- Support the FSC team in putting in place gFSC initiatives, e.g. CCPM (Cluster Coordination Performance Monitoring), global cluster annual overview, global dashboards, etc.;
- Support the FSC team in liaising with OCHA and IM Focal Points in other clusters;

#### ***Deliverables/outputs***

##### ***Develop and / or support the FSC and GNAFC team in producing and updating the following:***

- Mandatory IM products on a regular basis: 4Ws database, Partners Presence Map, Gap Analysis (PiN vs reached), Funding Analysis, interactive map, Activity Analysis,
- GNAFC initiative database; GNAFC protocols on data sharing (focus on security); GNAFC data sharing platform;
- Contact directory and mailing list;
- Assessments repository;
- FSC meeting presentations and minutes;
- FSC country webpage;
- IM annual workplan;
- Handover report with shared folder with documents at the end of the assignment;

## QUALIFICATIONS AND COMPETENCIES

- University Degree-level qualification or equivalent – preferably in Statistics, Economics, Data Management, GIS and other related fields;
- Minimum of 3 years of experience in data management and visualisation;
- Experience in humanitarian context is mandatory and experience in food security -related topics is highly desirable;
- Working knowledge of French and knowledge of another official UN language (with working-level proficiency in French, Spanish or Arabic) desirable.
- Willingness and ability to work in difficult environments, in often stressful time- critical situations;
- Formal training in Cluster IMO or previous Cluster experience is desirable.

### Core Competencies

- Results Focus
- Teamwork
- Communication
- Building/maintaining Effective Relationships
- Knowledge Sharing
- Cultural and Gender awareness and sensitivity;

### Technical Skills

#### Essential Technical Skills:

- Strong knowledge of and experience in using advanced Excel
- Knowledge of data visualization and mapping: ability to collect and organize data for map production, map production (using ArcGIS, QGIS, or any other mapping tools, Power-Bi)
- Ability to present information in understandable tables, charts and graphs.
- Ability to maintain and manage website content for the cluster.
- Data storage and file management expertise.
- Ability to train national staff

#### Other Skills that are considered desirable:

- Data analysis using statistical software
- Assessment, Survey, and Monitoring and Evaluation
- Information Technology
- Control of working language in country of deployment

## KEY PERFORMANCE INDICATORS

### Expected Outputs:

#### ***Deliverables/outputs***

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### Required Completion Date:

#### Required Completion