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

Name:	
Job Title**:**	Information Management Officer
Division/Department:	FRBKF
Programme/Project Number:	OSRO/BKF/105/SWE
Duty Station:	Ouagadougou, Burkina Faso
Expected Start Date of Assignment: 1st March 2022	**Duration:** 31 December 2022
Reports to: *Name:* SAU, MR DAUDA	*Title:* FAO Representative

* 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 a category A |

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

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

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 70 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 (technically) to the Food Security Cluster Coordinator (FSC-CC) and responds to the FSC Membership's needs for information.

FUNCTION PURPOSE

Information Manager Officer is one of the core Food Security Cluster Coordination team members and plays a vital role in collecting, analysing, and sharing information that is important for the cluster partners to make evidence based and strategic decisions on:

1. Food security needs and areas affected populations

2. Location and activity of Food Security cluster partners

3. Key gaps in activity/program and needs coverage and response overlaps

4. Monitoring of the response against the HRP and other set indicators

The IMO reports to the Food Security Cluster Coordinator (FSC-CC) and responds to the FSC Membership's needs for information. 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.

KEY RESPONSIBILITIES AND TASKS:

- Support the HNO preparation: provide data for FS indicators (based on JIAF); 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 FSC-CC in creating and monitoring FSC HPC online system for project submission;

- Develop and maintain 5W database analysis, process the data, and share final information and products (dashboards, maps, etc.) with FSC partners. Ensure that data is collected and presented in a way consistent with the FSC objectives. Proactively gather information from Cluster partners and other organizations which may be of use to the Food Security Cluster for informing decisions;

- Ensure financial monitoring for cluster response activities (OCHA FTS and partners reporting via 5W matrix)

- Provide general IM support to all food security cluster partners in using the 5W tool and the IM products

- Strengthen FSC partners IM capacity and understanding

- Support and collaborate with the Food Security Analyst in needs assessment by and providing 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, CH);

- Collaborate with the Food Security Analyst in development of reports (Sitreps, Bulletins, newsletters) by providing the FSC-CC with data and information;

- Together with the FSC-CC, support gFSC initiatives, e.g. CCPM (Cluster Coordination Performance Monitoring), global cluster annual overview, global dashboards, etc.;

- Create, manage and maintain contact directories and mailing lists of Food Security Cluster partners;

- Contribution to the annual lean season response planning

- If requested, contribute to FSC harmonized guidelines

Other tasks:

- Liaise with OCHA and IM Focal Points in 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 and meeting presentation);

- Under the FSC CC supervision disseminate information;

- Ensure the FSC website is kept up to date;

- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
— 5W matrix data are collected, clean, collated, analysed on monthly, trimestral or annual basis; — IM products (such as partners presence, response dashboard, gaps analysis and any other IM product identified useful for FSC partners) are published on monthly, trimestral or annual basis; — Lean Season Planning and Response matrix are kept up to date; — Information is pro-actively gathered from country clusters, partners and other organizations ; — Bulletins or any other FSC communication product are supported; — One national and four regional IM capacity building workshops for FSC partners are organised;	Within assignment

— Contact directories and mailing lists are created, managed and maintained as necessary; — Websites (FSC and Humanitarian Response) are kept up to date; — Needs and gap analysis for the sector is conducted; benchmarks are agreed to enable prioritisation within the sector;	

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;
- Excellent oral and written knowledge of French
- Working knowledge of English 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)
- Ability to present information in understandable tables, charts and graphs.
- Ability to maintain and manage website content for the cluster.
- Ability to use online form creators
- Data storage and file management expertise.

Other Skills that are considered desirable:

- Data analysis using statistical software
- Assessment, Survey, and Monitoring and Evaluation
- Information Technology