

## TERMS OF REFERENCE

**Job Title:** Information Manager for Food Security Cluster/Sector

**Place of Work:** Khartoum, Sudan with possibility of field visits

**Reports to:** FSL Sector Coordinator

## FUNCTION PURPOSE

Information Manager 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 stakeholders to make informed, evidence based and strategic decisions on:

1. The food security needs of affected populations
2. The prioritization of these areas according to Food Security indicators
3. Where there is a need for Food Security actors and to what degree
4. What are the key gaps in activity and need
5. What capacity (human, material, financial) exists to be used in support of the identified prioritised response needs

The Information Manager therefore supports the Food Security Cluster Coordinator by collecting and analysing data and information required to make programmatic decisions.

As such, the Information Manager 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.

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 FSC Information Manager is responsible for the day to day management of the FSC IM Tool.

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

#### ***Data collection and information analysis:***

- Report to the Food Security Cluster Coordinator and respond to the Cluster Membership's needs for information;
- Provide 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;

- Proactively gather information from Cluster partners and other organizations which may be of use to the Food Security Cluster for informing decisions;
- Identify secondary data and information resources as needed;
- Organize and manage 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.
- Create, manage and maintain contact directories and mailing lists of Food Security Cluster partners;
- Establish, collect information for and maintain Who does What Where and When (4W) database and derivative products, such as maps with the gFSC Information Management Tool
- Based on collected data, conduct needs and gap identification for the sector; facilitating and agreeing benchmarks to enable prioritisation within the sector;
- Conduct inventory of and identify relevant common Cluster / Sector data sets, including population data disaggregated by age and sex;
- Develop simple, user-friendly emergency Food Security monitoring reporting formats in consultation with the local authorities, providers of Food Security assistance and other key stakeholders;
- Collect data on the humanitarian requirements and contributions (financial, material, human – as appropriate);

***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)
- 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***

- 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

***Deliverables/outputs***

- Needs and gap identification for the sector is conducted; benchmarks are agreed to enable prioritisation within the sector;
- Information for Who does What Where and When (4W) database and derivative products, such as maps is established, collected and maintained; for example: mapping and analysis of response
- Organise Cluster Coordination Performance Monitoring and share results

- Evaluate funding gap and impact in HRP
- Inventory conducted and relevant common Cluster / Sector data sets identified, including population data disaggregated by age and sex, such as Outcome monitoring with gender and age disaggregation, Rapid assessment / need assessment and other surveys such as EFSA / CFSAM/SMART, IPC, JIAF /MSNA/HNO
- Simple, user-friendly emergency Food Security monitoring reporting formats are developed in consultation with key stakeholders
- Develop Sitrep with the FSC-CC
- Develop and share dashboard and other infographics
- Develop and share Bulletin / newsletter - with the FSC-CC
- Produce FSC meeting minutes - with the FSC-CC
- Contact directories and mailing lists are created, managed and maintained as necessary;
- Produce a handover report at the end of his/her assignment

### **QUALIFICATIONS AND COMPETENCIES**

- Degree-level qualification or equivalent. Preferably, the degree should be in a relevant field or discipline such as Food Security, Agriculture, geographic sciences, humanitarian affairs, political science, Information Technology, Information Systems, Engineering, or Communications although experience can replace qualifications.
- Minimum of 5 years of experience – experience in humanitarian field in emergency context is preferred.
- Willingness and ability to work in difficult environments, in often stressful time- critical situations.
- Ability to work in English **and in Arabic is** required.
- Cultural and Gender awareness and sensitivity.

### **Technical Skill sets**

#### Essential Technical Skills:

- Strong knowledge of and experience in using advanced Excel and data analysis software, including proficiency with databases.
- Understanding of GIS/Cartographic outputs and ability to collect and organize data to support their production (potentially to be produced by others).
- Ability to present information in understandable tables, charts and graphs.

#### Other Technical Skills that are considered desirable:

- Ability to maintain and manage website content for the cluster.
- Data storage and file management expertise.
- Assessment, Survey, and Monitoring and Evaluation expertise.
- Communications and technical writing using both graphic and narrative presentations.
- Information Technology and networking skills.
- Knowledge of ArcGIS or other mapping software is an advantage.