

## TERMS OF REFERENCE FORMAT

(FOR Temporary Assistance contracts)



### UNICEF-BCO : TERMS OF REFERENCE (TOR)

**Job Title and Level:** Project Officer (Information & Knowledge Management) – NO-B level

**Section:** Water and Environmental Sanitation

**Duration:** 364 days with possibility of extension, depending on needs and availability of funds

**Duty Station:** Dhaka, with frequent travel to the field

#### 1. **Background:** (Need for the TA post. Staff on SLWOP with lien etc. Attach documents if necessary)

The need for Information Management (IM) support to humanitarian coordination functions is growing among the agencies responsible for cluster coordination functions. In the recent Inter-agency Contingency Planning (IA CP) workshop, it was increasingly recognised among WASH cluster partner agencies regarding the effective enhancement in the performance of humanitarian response; as they pay attention to their internal information management and support cluster coordination functions with requisite data/information.

The information management needs were well conceived within WASH cluster following the cyclone Sidr and cyclone Aila. There has been considerable progress in developing systems and procedures for information management in WASH cluster by establishing strategic operational framework (SOF), formats for data collection and analysis, etc. With the recent Inter-agency Contingency Planning (IA CP) workshop and IM training event, during April 2009, the cluster partners have arrived at a consensus to revisit the tools developed so far and revise them to the requirement of the partner agencies. In addition, developing skills among available staff within partner agencies is in demand.

In the DER meeting, on 3 May 2009, the Ministry of Food & Disaster Management requested to the humanitarian agencies to share their preparedness plans for the upcoming monsoon season. Following the request of the Government, UN Resident Coordinator has advised cluster lead agencies to activate coordination functions to support flood preparedness/response. The situation got further complicated by the arrival of cyclone Aila on 25<sup>th</sup> May 2009; as the disaster affected unprecedented number of people in the coastal districts. Despite emergency phase is over, there is a need to support early recovery coordination for the rehabilitation of several families residing on embankments and in cyclone shelters. With this situation, the need for information management support to facilitate effective WASH cluster coordination is increasingly realised. The requirement of Information Management support is not only vital in the aftermath of a disaster, but also vital in the time of peace to get the cluster partner agencies prepared.

Similarly the need for enhancing knowledge management for the WES sector is enhancing in Bangladesh. The knowledge management process that involves collection and classification of information/knowledge; and organising them such that access to and use of such knowledge is enhanced.

It is strongly believed that improving the access to good practices and lessons learnt to disseminate usually lead to reapplying them toward the effectiveness of ongoing projects/ programme. Moreover, this is also useful for designing new programme/projects in relatively more efficiently by capitalising latest experiential knowledge.

At BCO level there has been an initiative to recruit a national professional under Planning, Monitoring & Evaluation unit to support office-wide knowledge management process. In this connection, each sections of the office are expected to work on and support to the overall office knowledge management process. Also the documentation and dissemination of experiential knowledge are necessary to feed to the WESS NY Global

- Need to be proactive, pay attention to the details, and be able to follow up outstanding issues without detailed supervision
- Interest and ability in favour of partnership building, fostering collaboration and consensual decision making
- Working in multicultural environment; and sensitiveness towards local/national political environment
- Ability to make timely quality judgments and decisions
- Willingness and ability to work on hardship and stressful environments.
- Initiative, passion and commitment to UNICEF's mission and professional values
- UNICEF's core competency areas such as: commitment, drive for results, embracing diversity, integrity, teamwork, analytical & conceptual thinking, building trust, networking, communication, technical knowledge, planning setting standards and monitoring work

**9. Prepared by :**

**Section** WES **Name and Title** Lalit Mohan Patra

**Date** 8 October 2009

**Supervisor:** Lalit Mohan Patra, WES Specialist

**Signature**

**Date** 8 October 2009

**10. APPROVED BY:**

**Section Chief:** Hans Spruijt

**Date:** 11/10/09

**Representative/Deputy Representative/Chief Operations**

**Date:** 11/10/09

**SECTIONS MUST OBTAIN THE REPRESENTATIVE'S/Dep Rep's/CO'S APPROVAL PRIOR TO SUBMISSION TO HR SECTION.**