TOR, NUTRITION INFORMATION MANAGEMENT SPECIALIST
NUTRITION CLUSTER -UNICEF JUBA, SOUTH SUDAN

SUMMARY

Title	Nutrition Information Management Specialist
Purpose	Under the supervision of the Nutrition Cluster Coordinator in South Sudan the Information Management Specialist will be responsible for managing, developing and implementing an information management strategy for the South Sudan Nutrition Cluster.
Type and level of appointment	Temporary Appointment Middle Level International Professional (P3)
Location	The assignment will take place in Juba with frequently visit to field.
Duration	364 days
Start Date	March 1, 2017
Grant	

Background:

On the 15th December 2013 fighting broke out among SPLA forces which led to over 1,000,000 people estimated to have been displaced although actual number is anticipated to be much higher given the scale and intensity of the fighting. A Level three emergency (the highest level) was declared in March 2014. Humanitarian community has responded with a wide array of interventions supporting emergency health, nutrition, protection, distribution of nonfood items and education. However, due to continued conflict, the ability of humanitarian agencies to deliver food aid, provide basic health and other lifesaving services and assess affected communities has been severely affected. Nutrition cluster partners have been operating in South Sudan for many years, given the consistently high levels of GAM that are endemic to the country. Prior to the crisis, nutrition actors were implementing management of acute malnutrition, prevention of acute malnutrition and nutrition surveillance activities across South Sudan, in Northern Bahr el Ghazel, Warrap, Upper Nile, Unity, Jonglei, Western Bahr el Ghazel, Lakes and Eastern Equatoria. The nutrition cluster has been active since 2010, and has coordinated the nutrition activities in South Sudan. However, the inconsistent partner reporting, lack of follow up and standardised reporting tools as well as the high turnover of the cluster information specialists became a huge impediment to measure achievement, identify gaps and plan for interventions timely and appropriately.

In 2014 UNICEF recruited a temporary IM position in the cluster for 2 years which has seen significant improvement and huge progress in the management of cluster nutrition information. Through this two years a new reporting tool (Nutrition Information System-NIS) was piloted and rolled out for use by all partners. As a result programme monthly reporting rate among nutrition cluster partners and sites has tremendously increased from about 40% to over 85% coupled with dedicated partner follow-up, training and monthly feedback to partners. Moreover the cluster has also managed to identify gaps through the

regular information gathering and developments of 5W. These are important steps that saw the improvement of cluster nutrition information systems which has enabled better and informed monitoring of situation, planning purposes and decision making. It is therefore important that this position is retained in the cluster on a longer term basis if the gains made so far are to be maintained and further improved.

Justification:

The Nutrition Information Management Specialist will be responsible for developing and implementing an information management strategy for the South Sudan Nutrition Cluster. The nutrition information management program data is very important for strategic and operational decisions by the humanitarian response coordinated by OCHA, cluster lead agency and the MOH, which in the absence of any proper system in South Sudan, it become more important. The South Sudan nutrition cluster took an initiative to develop and implement the nutrition information system (NIS) in 2015. The system is currently being used in South Sudan for nutrition cluster reporting. However due to new national guidelines, modification will be required, which will be responsibility of the nutrition cluster IMO. In addition, the nutrition cluster information section developed a visualization tool that brings together all the key nutrition information at a click of the button as well as nutrition dashboard. The Nutrition Information Management Specialist will also conduct various training in all states, so cluster able to achieve the desire result. The assignment requires the information management expert at P3/L3 levels at least for one year.

Purpose of the Assignment

On behalf of the IASC Humanitarian Coordinator and UNICEF as the lead agency for the IASC Nutrition Cluster and in collaboration with the Ministry of Health, the Information Management Officer (IMO) will work with the Nutrition Cluster Coordinator and partners to ensure cluster performs its core functions. In order to ensure Nutrition cluster achieves this functions, the position will

- Develop and updating or revising standard operating procedures with the cluster partners for collecting and processing routine data to produce regular reports on sector needs, capacity gaps and impact of response.
- Provide information management services to cluster for key decision making, that include data collection, collation, mapping, analysis, and dissemination of information relevant to needs of the cluster.
- Maintain and further develop nutrition information system including 5W, monthly nutrition reporting
- Support communication channels with all nutrition cluster stakeholders, including national and sub-national authorities, maintain and streamline methods to share information (including websites, web-sharing platforms, and emails).
- Promote and support training and capacity building/development of cluster partners, including national/local authorities and civil society organizations in use of nutrition information system.
- Maintain records (cluster meeting minutes, contact lists of partners, donors and other stakeholders, etc.), ensure and maintain documentation of all collective decisions and recommendations.

MAJOR TASKS AND RESPONSIBILITIES:

With the support of the National Nutrition Cluster Coordination Team and under the supervision of the CLA National Cluster Coordinator, the Nutrition Cluster IMO will be responsible for providing support to the Nutrition Cluster at the national level as well as on the sub-national levels in South Sudan. The incumbent will collect and organize data on nutrition sector coverage and programming results and then produce and share information on response results, gaps and trends with cluster partners and the Cluster Lead Agency to facilitate a timely and effective nutrition response and demonstrate that results and impact are achieved. Network with cluster partners as well as cross clusters (in collaboration with OCHA) to encourage information sharing, sharing of assessment and survey results.

The Nutrition Cluster IMO major tasks and outputs in support of core cluster functions will include but not be limited to:

Informing strategic decision-making of the HC/HCT for the humanitarian response

- Work with Cluster partners and the cluster IMO to keep Nutrition Information System (NIS) up to date. Make this information available to facilitate planning and measure impact by the cluster and other stakeholders. Revised or update the nutrition information system (NIS) and align it with new national guideline as required.
- Work with cluster partners on reporting sex and age disaggregated data in order to inform Nutrition Cluster analysis;
- Maintain/streamline monthly & weekly collection of reporting from partners; work with partners to identify issues with reporting and ways to solve them;
- Estimate both geographic and programmatic coverage of programmes and produce coverage maps on monthly basis
- Update inputs for mapping formats as needed for the nutrition evaluation and support of cluster activities;
- Support preparation of sit-rep's IM inputs with emphasis on cluster achievements by providing relevant and up to date information
- Compile regular inputs from the crisis-affected states for the national/subnational level cluster expected outputs, including but not limited to:
  - Cluster meeting support material (e.g. maps, CMAM data)
  - Cluster bulletins/newsletter/dashboards
  - Nutrition cluster response matrix
  - Monthly/weekly summaries of nutrition activities for required sitreps and for programming.
  - Provide 5Ws and other data for OCHA as requested
- Compile the data and create maps in a timely manner as needed to assist the nutrition cluster activities as well as partners and other stakeholders, map products to be produced but not limited to:
  - NiE interventions coverage
  - Nutrition priority/response/GAP maps

- - - o Survey coverage maps
  - Support OCHA & Cluster coordination team in conducting the mapping of all current and potential actors– government, national and international humanitarian organizations as well as national institutions, the private sector through provision of regular inputs/updates to the cluster's 5Ws (Who, What, Where, when and for Whom) matrix, cluster's priority response matrix and other tools;
  - Facilitate information flow between the cluster coordination team and cluster partners' programs through data analysis, particularly in relation to identification of gaps geographically and programmatically

Prioritization, grounded in response analysis

- Support the nutrition cluster in developing regular outputs by providing country/state/county level data and distribute to stakeholders through a website or similar means e.g. through dashboards and newsletters or bulletins.
- Assist in developing mechanisms to eliminate duplication of service delivery based on existing data and acquire that data from the relevant stakeholders.
- Routinely collect and assist in the analysis of nutrition cluster country reports, 5Ws and report to OCHA

Supporting service delivery/outputs:

- In consultation with Cluster partners and State Focal Points (State Cluster Coordinators/Co-coordinators) identify key humanitarian IM products to support the cluster and the cluster partners to be produced in a periodical manner.
- Support the cluster coordination team in organising of and participating in regular cluster coordination meetings and information sharing to ensure appropriate coordination between all nutrition humanitarian partners;
- Prepare meeting minutes;
- Update and maintain contact list regularly for nutrition cluster;
- Circulate the cluster meeting outputs, presentations & minutes.
- Web development - Maintenance
  - o Timely maintenance of the Nutrition cluster website by uploading key documents and information relevant to nutrition cluster activities. Request restructure by OCHA of the website as needed.
  - o Analyse and remove old information that is no longer relevant.
  - o Communicate any website issues to OCHA

Monitoring and reporting the implementation of the cluster strategy and results:

- Undertake regular monitoring visits/responses/quality controls of partners reporting.
- Jointly with Cluster coordinators rectify any identified gaps in regular quality reporting against the Nutrition Cluster indicators of service delivery (quantity, quality, coverage, continuity and cost) through communication and discussions with cluster partners and provision of technical support for timely and quality reporting;
- Provide/Compile nutrition response and survey data for analysis of the Nutrition Cluster at the state level in closing gaps and measuring impact of interventions.

- Conduct regular follow up/monitoring of the key cluster/humanitarian indicators agreed in the cluster and National HRP and update OCHA, Cluster Lead Agency, MOH and partners accordingly.

Training and capacity building of State Cluster Focal Points, cluster partners, Sub-National /local authorities and civil society:

- Identify the capacity gaps in information management and reporting, and liaise with the NCC and the CLA programme on identification of trainings that address those gaps;

- Promote and support training and capacity building activities of the Nutrition Cluster partners for reporting, use of the NIS.

Desired background and experience

Language Proficiency

Fluency in English and another UN language preferred

Competency Profile

Education, Work Experience, Common & Technical Knowledge (required)

- Delivers optimal within defined resource parameters, correctly applies knowledge of specialized I disciplines, anticipates and prepares response to changing needs of the relevant organizational unit, delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners, works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country or regional objectives.
- Degree from an accredited academic institution preferably in Computer Science, Media or Social Sciences or any discipline related to Information Management from an accredited academic institution or equal experience;
- Minimum of five to seven years professional experience in Information Management including minimum two to three years of experience in the emergency humanitarian operations;
- Knowledge of, UN System, and NGO humanitarian community
- Proven statistical analytic skills and experience in web design and programming. Knowledge of multi-variant mapping techniques
- Ability to translate planning specifications to technical briefs for data capture and analysis, and vice versa
- Good understanding and respect of data protection guidelines;
- Software Skills: Data capture and analysis: MS Excel (Essential), ability to create macros, strong knowledge of statistical, conditional, and text-based functions, knowledge of MS Access, visual basic and other database applications (eg: SQL, MySQL, Oracle) is an advantage. Mapping: Capacity of map making process is essential, Ability to guide technical staff. Knowledge of tools such as ArcGIS, Mapinfo, QGIS, Adobe creative suite for mapping and graphic design is an advantage. Web Design: HTML, Good understanding of web-based applications, knowledge of java script and D3 is an advantage. The ability to use Tableau will be asset.
- Working experience in South Sudan or in the region is an advantage.

Core Competencies (Required)

- Commitment
- Drive for Result
- Embracing Diversity
- Integrity
- Team Work
- Self-Awareness and Self-Regulation

Prepared by: **Verified by:**   **Approved by:**

Date: Date: Date:

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