

- General Tasks :**
- Contact list management
  - Website management
  - Filing and sharing of documents & tools
  - Meeting minutes preparation
  - IMWG (cluster) leading
  - IMWG (Inter-cluster) representation
  - IM focal point for inter-cluster work
  - Ensure cluster communications are in line with the cluster style guide

**Operational peer review and evaluation**



**Needs assessment & analysis**



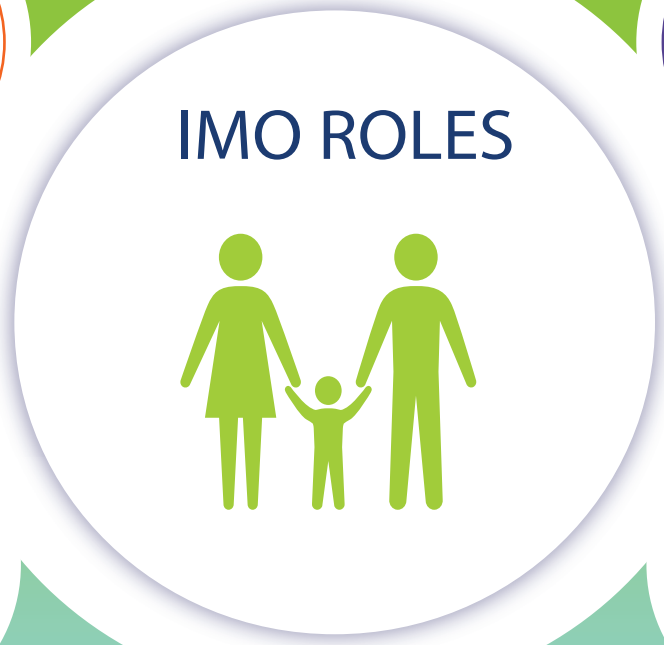
**Strategic response plan**



**Resource mobilization**



**Implementation & monitoring**

- Assessment reports' filing and sharing
- Support surveys' database development and maintenance
- Support needs analysis by making necessary calculations

- Support selection of indicators
- Support gap analysis
- Support capacity mapping
- Support development of M&E framework
- Collect information for
  - Geographic areas' prioritizations
  - PIN and targets calculations
  - Coverage calculations

- PIN , targets & supplies calculation
- Support supplies estimation
- Support financial tracking
- Support capacity mapping
- Support capacity building plan development
- Organize IM-related trainings to partners and coordination teams

- Develop and keep up to date 4Ws
- Ensure partners' reporting
- BMS code violations tracking
- Support production of a country bulletin
- Produce maps & infographics
- Compile periodic monitoring reports (for OCHA sitrep)
- Support cluster coordination performance monitoring (CCPM)
- Support AAP monitoring