

TERMS OF REFERENCE FOR NATIONAL CONSULTANT

| Information Management Officer for Solidarity and Generosity Movement at the Coordinating Ministry for Human Development and Culture | |
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| Hiring Office: | UNFPA CO and OCHA CO |
| Purpose of consultancy: | To recruit an Information Management Officer who will support the Coordinating Ministry for Human Development and Culture with the production and delivery of information products, for the Solidarity and Generosity Movement |
| Background : | <p>The COVID-19 pandemic in Indonesia, which began on March 2, 2020 continues to be our problem and challenge. Hard work is being done by both government and non-government parties. The Indonesian government established a Task Force for the Acceleration of COVID-19 Response through Presidential Decree (Keppres) Number 9 of 2020, which amended the initial Presidential Decree Number 7 of 2020 concerning the Task Force for the Acceleration of COVID-19 in response. Then on July 20, based on Presidential Decree No. 82 of 2020, the Government formed the Committee for the COVID-19 Response and National Economic Recovery (or KPC-PEN). In addition, non-governmental actors work hand in hand with civil society organizations, philanthropic institutions including faith-based institutions, business networks, media, academics, international institutions, international-national- and local non-governmental organizations, including the community to collaborate and contribute in handling COVID -19. At the same time, we also understand that Indonesia as a disaster-prone region will continue to face disaster management challenges.</p> <p>Realizing that the hard work of handling COVID-19 and other disasters is a major work carried out not only by the Government but multi-stakeholder efforts from the community at grassroot level to ministries/agencies at the central level as well as non-government actors, 2021 the President assigned the Coordinating Ministry for Human Development and Culture as the Coordinator of the Solidarity and Generosity Movement for Covid-19 Response and other Disasters on August 2, 2021. To that end, the Coordinating Ministry for Human Development and Culture together with various other stakeholders formed the Coordination Team of the Solidarity and Generosity Movement to ensure and encourage this movement to be effective and beneficial to the people of Indonesia by the Decree of the Coordinating Ministry for Human Development and Culture (Kemenko PMK) Number 34/2021.</p> <p>In disaster management, information management is the key to effective coordination. There have been various websites/reports issued by various ministries/agencies, but there has not been a coordinated effort of information management that produces information management products for the purposes of comprehensive reporting and coordination.</p> <p>OCHA Indonesia with the experience of producing and delivering a number of information products and services will work with UNFPA to recruit an Information</p> |

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| | Management Officer to support the Solidarity and Generosity Movement led by the Coordinating Ministry for Human Development and Culture. |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <p>The Information Management Officer will conduct the following functions:</p> <p>a. Support OCHA, UNFPA and the Secretariat of the Solidarity and Generosity Movement through data collection, analysis and reporting, including:</p> <ul style="list-style-type: none"> ○ Data coordination, especially as it relates to sectoral data (eg. Who does What Where (3W) data, and assessment data); ○ Prepare data tables, infographics, maps, and contribute to planning and monitoring reports. ○ Compile and update available tabular and Geospatial data (GPS tracking, data from other agencies, etc.) ○ Process the tabular and geospatial data for analysis and mapping. ○ Compile and produce 3W data analysis and present the data using tabular, infographics and geospatial mapping representation. ○ Data visualization (including web based) ○ Development of IM related website materials ○ Integration of data and information from various sources. ○ Participate in coordination meetings. <p>b. Support UNFPA by:</p> <ul style="list-style-type: none"> ○ Liaising with BNPB and UNFPA on One Indonesian Disaster Data; ○ Liaising and coordinating with UNFPA related Humanitarian Preparedness and Response through Reproductive Health and GBV Sub-Clusters coordination; <p>c. Close coordination with OCHA and UNFPA in activities related to IM working groups.</p> |
| Duration | Full time basis, until December 2022 |
| Place where services are to be delivered: | Kemenko PMK with frequent visit to In the UNFPA and OCHA offices (due to COVID-19 situation, WFO/WFH will be decided separately). |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | The Information Management Officer will prepare a monthly report of activities conducted to be submitted to UNFPA and OCHA. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | UNFPA and OCHA will be responsible for monitoring and providing quality assurance of the consultancy. |

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| Supervisory arrangements: | Under the overall guidance of UNFPA and OCHA Representatives, the Information Management Officer will report and be supervised directly by UNOCHA Humanitarian Affairs Analyst and UNFPA Humanitarian Programme Analyst, closely work with UNFPA PD Specialist and Data and GIS Humanitarian Analyst |
| Expected travel: | Travel expected (if major disaster occurs) |
| Required expertise, qualifications and competencies , including language requirements: | <p>1. Education: Master's degree in Information Technology, Information Management and/or related field</p> <p>2. Knowledge and Experience:</p> <ul style="list-style-type: none"> a. At least 2 years work experience in the area of data and information management in emergency response. b. Good communication skills verbally and in writing in English and Bahasa Indonesian. c. Excellent knowledge of infographics and familiarity with the HR.Info website, 3W, mapping response plan and visualization. d. Knowledge and experience with GIS software (ArcGIS, Google Earth, QGIS) Ability to meet deadlines |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | He/She will be based in UNOCHA Office, Laptop will be provided by the UN-OCHA |