International Consultant - Humanitarian Data Specialist

Level: Consultant

Contract Type: Consultancy (IC)

Closing date: 4 July 2018 - 5:00pm (New York time)

Duty station: Amman, Jordan

Duration : 6 months duration from August 2018 to January 2019 (with the possibility of renewal)

Duty station:  The consultancy will be based at the Syria Regional Response Hub (Amman, Jordan)

**Background**

UNFPA established a regional response hub in Amman, Jordan, to coordinate and provide technical and operational support to its offices in the Syrian Arab Republic and the neighbouring countries of Jordan, Lebanon, Iraq, Egypt and Turkey. The UNFPA Regional Syria Response Hub provides technical and operational support to country offices and coordinates with other sister UN agencies regional emergency offices. In light of the Whole of Syria (WOS) approach that the humanitarian community has embraced (that includes Syria and the cross border operations from Turkey and Jordan), the UNFPA Regional Syria Response Hub has also become the coordination and information management point for the WOS for UNFPA and for its mandate areas in Gender Based Violence (GBV) Prevention and Response (GBV AoR) and Reproductive Health (RH).

**Purpose of consultancy:**

The humanitarian data and information management specialist will support the data and information management and quality assurance activities related to UNFPA’s response to the Syrian crisis, including the Whole of Syria with focus on the GBV Area of Responsibility and RH under the health sector.  The data specialist responsibilities will include information management functions of the Whole of Syria GBV and RH responsibility.

**Duties and Responsibilities:**

Under the direct supervision of the head of the Regional Syria Response Hub , the data specialist will undertake the following tasks:

* Perform Information and data management duties for the WOS approach for UNFPA programmes and also for UNFPA mandated areas of responsibility in GBV and RH;
* Lead Syria GBV Humanitarian Needs Overview and processes
* Lead monthly WoS GBV Dashboard and provide monthly data to OCHA
* Provide information management and data analysis of the Syria Humanitarian Response Plan
* Support WoS RH coordinator to produce RH data analysis as needed
* Provide leadership  and support to the GBV information management officers in WOS-offices in strengthening data systems and quality
* Oversee development of visualisation of UNFPA programme data.
* Support RH and GBV partners to report to required OCHA reporting systems as necessary.
* Coordinate with UNFPA offices in WoS the development of streamlined data systems and quality assurance and support in streamlining calculations for relevant WOS  population data points
* Coordinate quarterly and yearly assessments for WoS grants (such as DFID), develop respective tools, sampling and be responsible for analysis and write-up
* Help prepare relevant WoS donor reports, such as for DFID, on the status of implementation of UNFPA-supported projects and programmes, including maps.
* Act as focal point for DFID Third Party Monitors
* Guide and provide technical advice to UNFPA staff and partners on Information Management tools and resources;
* Support resource mobilisation efforts by developing updated Syria Crisis financial overviews;
* Support in quality assurance of communication products, as requested.

**Results/Expected Output:**

* WoS information management products produced including but not limited to:  GBV HNO Analysis Report, WoS GBV Dashboard, RH dashboard, and UNFPA programming dashboard
* Lead  and coordinate Whole of Syria GBV AoR Information Management
* Streamlined data collection tools developed across UNFPA WOS offices Ensure Baseline and implementation data are well collected and documented to measure the impact of UNFPA-supported WOS programmes such as DFID
* DFID quality products delivered (DFID quarterly assessments, DFID impact assessment and quarterly reports); Third Party Monitor Focal Point for DFID project.
* Quarterly update of Syria Crisis funding overview produced and disseminated
* Other duties performed as requested

**Minimum Qualification and experience:**

* Advanced university degree in development, social sciences or related fields
* 7 years professional and substantive experience in programme development and/or implementation in development or humanitarian settings
* Related international experience
* Fluency in written and spoken English
* Working knowledge of Arabic an advantage
* Proficiency in current office software applications and corporate IT systems, in particular advanced Excel skills and PowerBi
* Proficiency in usage of mapping software (e.g. ARC GIS)
* Proficiency in usage of qualitative data software (e.g. NVivo, MAXQDA)
  + Experience in monitoring and evaluation
  + Experience in humanitarian response and information management
  + Knowledge of Gender based violence and reproductive health programming
  + Experience in donor reporting systems (i.e. ECHO, DFID, OFDA)
  + Experience in UN Financial reporting system (i.e. Atlas) is an advantage
  + Superior writing skills is essential in English

**Core Competencies:**

* + Achieving Results
  + Being accountable
  + Developing & Applying Professional Expertise
  + Thinking Analytically & Strategically
  + Working in Teams/Managing our-selves and relationships
  + Communicating for Impact

**Functional competencies:**

* + Providing a technical support system
  + Delivering result-based programs
  + Providing conceptual innovation to enhance/strengthen programme effectiveness
  + Generating, managing and promoting the use of knowledge and information

**How to apply**

All applications, along with P11 Form, should be sent to the following email address:   [asrovacancies@unfpa.org](mailto:asrovacancies@unfpa.org)  on or before the closing date of **4 July 2018**.