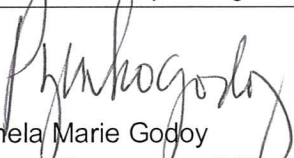


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Information Management (IM) Analyst for
Gender-based Violence (GBV) Working Group

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Gender Unit UNFPA Philippines Country Office (CO)
Purpose of consultancy:	<p>To support the Gender-based Violence (GBV) Working Group in strengthening, leading and managing the GBV WG information management function/information management.</p> <p>The GBV Working Group or Sub-Cluster is an “area of responsibility” under the Global Protection Cluster and the mechanism through which gender-based violence in emergencies is coordinated within the inter-agency humanitarian system. The GBV Working Group’s objective is to ensure more predictable, accountable and effective GBV prevention and response in emergencies. Most clusters have recognized having an information management capacity as part of cluster coordination as good practice.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><i>Data Collection and Management</i></p> <p>In line with WHO’s <i>Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies</i>:</p> <ul style="list-style-type: none"> • Engage in robust analyses of secondary data to ensure readily available information on known trends and patterns on GBV for inclusion at relevant points along the Humanitarian Programme Cycle, including the MIRA. • Consolidate existing assessments on the GBV situation and/or work with relevant agencies, the displaced and host populations to conduct relevant participatory analyses of GBV. • Undertake new assessment missions as necessary/appropriate to determine the magnitude and scope of GBV and identify strategic inter-sectoral approaches for addressing it. • In collaboration with national and international GBV actors, map current institutional response capacities, including facilitating mapping of GBV-specific 3Ws. • If necessary, develop monthly report formats that capture relevant information that support the analysis and evaluation of program progress and outcomes. • Document best practices and approaches for responding to issues of GBV in order to deepen the knowledge base among relevant partners. • Prepare regular analytical reports on emerging issues. <p><i>Programme Support</i></p> <ul style="list-style-type: none"> • Provide accurate, complete and up-to-date information for effective budget preparation, programme and project design, implementation, management and evaluation purposes.

	<ul style="list-style-type: none"> • Ensure project efficiency and effectiveness is enhanced through effective implementation follow-up, with implementing partners. • Ensure that progress reports and project work plans are prepared in a timely manner, and that effective technical assistance is provided, particularly when sharing the relevant information with concerned partners. <p><i>Knowledge Sharing and Communications</i></p> <ul style="list-style-type: none"> • Ensure appropriate knowledge sharing with donors, media and with all strategic partners is effectively promoted. • Ensure gender and sex aggregated data and inputs relevant to the GBV Working Group are provided. • Ensure effective communication and networking through partnership and collaboration; as well as help strengthen coordination amongst GBV partners. <p>Perform other duties as may be assigned by the Country Representative.</p>
Duration, working schedule, fee basis (daily / weekly / monthly / lump sum / per deliverables)	Six months (15 January 2018 to 14 July 2018)
Place where services are to be delivered:	Duty station: Iligan City, Lanao del Norte, Region X (Northern Mindanao)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Both electronic and hard copies Delivery dates will align with the deadlines set by the Gender-based Violence Working Group, CO, and Mindanao Humanitarian Team.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	A work plan covering the contract period will be developed and finalized with the IC. Monthly monitoring of the work plan will be conducted by the supervisor.
Supervisory arrangements:	The Consultant will be under the overall supervision of the UNFPA Country Representative, with direct, day-to-day technical supervision to be provided by the Gender-based Violence Working Coordinator and the CO M&E Officer. The Consultant will also liaise closely with the CO National Programme Officer-Gender/Gender-based Violence.
Expected travel:	The Consultant will be expected to travel to Marawi City and other local government units in Lanao del Sur and Lanao del Norte to provide technical assistance and conduct monitoring and quality assurance work in coordination with members of the GBV Working Group.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> • Advanced degree in Applied Mathematics (i.e. Statistics), Social Sciences and M&E-related fields; • Substantive knowledge and practical experience in Monitoring and Evaluation, Information Management, and/or Programme Management would be desirable; • Prior experience in the monitoring and evaluation of gender-based violence, gender equality, women's empowerment, protection, human rights programs and/or projects, including in humanitarian situations, would be desirable; • Fluency in oral and written English and other languages/dialects spoken in the region; • Field experience is a strong asset; • Ability to travel to conflict-affected areas; • Proficiency in current office software applications; and • Familiarity with the UN System will be an advantage.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Office space, laptop, internet access Vehicle and driver during field monitoring visits Daily subsistence allowance for authorized travels outside the duty station</p>
<p>Signature of Requesting Officer in Hiring Office:</p>	
<p> Pamela Marie Godoy National Programme Officer – Gender/GBV Date: 22 December 2017</p>	
<p>Approved by:</p>	
<p><i>one</i> Klaus Beck Country Representative Date: <i>22 Dec 17</i></p>	
<p>Consultancy to be charged to: PHL7U505 SALARY06H PU0074 FPA90 Proposed post level: NOA</p>	