



TERMS OF REFERENCE (TOR) OF THE INFORMATION MANAGEMENT OFFICER

- Reports to: National Nutrition Cluster Chair through the Nutrition Policy and Planning Division (NPPD) Division Chief
- Supports: Regional nutrition cluster coordinator in regions 11 and 12 affected by the 6.6 Magnitude Earthquake and its aftershocks in October-November 2019, as well as nutrition cluster partners and responsibilities/activities.
- Duty Station: The incumbent will be based in the National Nutrition Council (NNC) Regional Offices 11 and 12 (two consecutive weeks per month per region) with visits to crisis-affected local government units where sub-national nutrition clusters exist, or other locations, if feasible/required. Salary and operational expenses are to be provided by the UNICEF.
- Duration: Six (6) months
- Monthly salary: PhP 50,590.80
- Level of the post:

BACKGROUND

The cluster approach, introduced as part of the humanitarian reform, aims at ensuring clear leadership, predictability and accountability in responses to humanitarian emergencies by clarifying the division of labor among organizations and better defining their roles and responsibilities within the different sectors involved in the response. It aims at improving the effectiveness of humanitarian response while at the same time strengthening partnerships between government agencies, NGOs, CSOs, international organization and UN agencies, and the private sector.

The Philippines, known as one of the most disaster-prone countries in the world, has been challenged by series of emergencies and disasters: 6.6 magnitude earthquake in Mindanao (October-November 2019), Taal Volcano eruption (January 2020) and Coronavirus Disease 2019 pandemic (March 2020). Many households are still struggling due to displacement, loss of livelihood, and limited economic and physical access to essential goods and services caused by these emergencies and disasters. The vulnerable groups (e.g. infants, children, pregnant women, breastfeeding mothers, elderly, differently-abled persons, indigenous peoples, and those with debilitating conditions) are the ones who are mostly affected by these events and, thus, should be

prioritized in the provision of assistance, health and nutrition services.

The Philippine Nutrition Cluster, established in 2011, is composed of partner agencies from the government, NGOs, CSOs, and the United Nations working together to guide sub-national nutrition clusters in implementing and monitoring to reduce nutrition-related mortality and morbidity among vulnerable groups. It also coordinates with other clusters such as health, WASH, food and non-food items to ensure synergy of efforts in disaster risk reduction and management. The NNC as nutrition cluster lead agency is fully committed to interagency humanitarian reform and supports this through provision of leadership within the Nutrition Cluster and inter-cluster coordination. There is a need for not only coordination capacity but also information management capacity, and this is a formal accountability of the NNC and forms a part of the agency's work.

The achievements of the Nutrition Cluster were along development and dissemination of advisories, policies and other issuances, including IEC materials; and conduct of trainings on infant and young child feeding, management of acute malnutrition, and information management. At the sub-national level, nutrition clusters focused on delivering nutrition interventions, providing technical assistance in organizing local nutrition clusters, developing capacities of health and nutrition workers on nutrition in emergencies, monitoring of milk code violations, among others. However, the nutrition cluster continues to observe and receive reports on alleged Milk Code violations, sharing of misinformation, limited supply of nutrition commodities, tracking of acute malnutrition, and requests for financial and technical support of health and nutrition workers. These challenges, including other nutrition-related gaps and needs, must be documented, discussed within the nutrition cluster, and coordinated with appropriate agency/working group for proper action. Practices that work in providing efficient and effective nutrition response activities must also be documented and shared with partners and other government units to learn from.

PURPOSE

The Information Management Officer (IMO) is a core Cluster Coordination team member. The purpose of this post is to manage the collection, analysis and sharing of information on nutrition management in areas affected by the 6.6 Magnitude Earthquake and COVID-19 in Regions 11 and 12 (referred hereafter as Regional Nutrition Clusters). The information is important for the Nutrition Cluster partners to make informed, evidence-based, strategic decisions. In addition, the IMO is expected to develop the capacities of sub-national nutrition clusters in information management to resolve difficulties in report submission.

On behalf of the Cluster Lead Agency (CLA) National Nutrition Council and in collaboration with the Department of Health and UNICEF, the IMO will work with the Regional Nutrition Clusters and local partners to ensure that the cluster performs its core functions as described in the IASC Cluster Coordination Reference Module, IASC, July 2015 and these core functions are modified as follow:

- Supporting nutrition service delivery;
- Informing on strategic decision-making of the Regional Nutrition Clusters for the nutrition response;
- Prioritization, grounded in nutrition response analysis;
- Advocacy;

- Monitoring and reporting the implementation of the cluster strategy and results, recommending corrective action where necessary;
- Build regional capacity for contingency planning/preparedness for recurrent disasters whenever feasible and relevant.

MAJOR TASKS AND RESPONSIBILITIES

With the support of the National Nutrition Cluster Coordination Team and under the supervision of the Regional Nutrition Cluster Coordinators, the Nutrition Cluster IMO will be responsible for providing support to the Nutrition Clusters in Regions 11 and 12. The incumbent will collect and organize data on nutrition sector/cluster coverage and programming results and then produce and share information on response, showing results, gaps and trends, recovery and rehabilitation with national and regional nutrition clusters and partners to facilitate a timely and effective nutrition management and demonstrate whether results and impact are achieved or not. The incumbent will also network with cluster partners as well as cross clusters to encourage information sharing, sharing of assessment and survey results.

The Nutrition Cluster IMO major tasks and outputs will include but not be limited to assisting the Nutrition Cluster coordinator in the following functions:

Core cluster function 1: Support nutrition service delivery/outputs

1. Use existing Informational Management (IM) tools in collecting nutrition information; support Regional Nutrition Clusters in producing consolidated IM data in a periodical manner.
2. With the Regional Nutrition Cluster, conduct the mapping of all current and potential actors, including regular updating and maintaining contact list of partners and working groups – government, NGOs, CSOs, international humanitarian organizations, and the private sector – through provision of regular inputs/updates on the Capacity Map, 4Ws matrix, and other tools to eliminate duplication of service delivery.
3. Support the cluster coordination team in organizing cluster meetings aimed at information sharing for appropriate coordination between all nutrition cluster partners.
4. Prepare weekly accomplishment report and submit to the Regional Nutrition Cluster lead of Regions 11 and 12 Monday of the following week.
5. Provide support to Regional Nutrition Cluster web teams in maintaining their webpage and social media accounts, particularly on uploading Nutrition in Emergencies (NiE)-related information.

Core cluster functions 2-4: Informing strategic decision-making of the Regional Nutrition Clusters for the nutrition response; Prioritization, grounded in response analysis; and Advocacy

1. Work with Regional Nutrition Clusters and partners to keep and maintain an up-to-date database and information for NiE programming (multi-sectorial assessments, nutrition surveys, assessment reports of other relevant clusters such as WASH, Food and Non-Food Items, Health, etc., and other relevant information) and in developing regular regional and local level data.

2. Share relevant information, including calculation of caseload for NiE interventions, with stakeholders through email, website, shared drive, or similar means (e.g. through dashboards and newsletters or bulletins), to facilitate planning and impact assessment of the nutrition cluster response.
3. Provide IM support for the preparation of the nutrition situation analysis.
4. Compile regular inputs on the emergency-affected areas with the expected outputs including but not limited to:
 - a. Nutrition Cluster (NC) 4Ws (*Who is doing what in where and when?*)
 - b. NC Capacity Map
 - c. NC Gap Analysis
 - d. Nutrition Cluster meeting support material (e.g. NiE intervention coverage and reached, maps, PIMAM data, etc.)
 - e. Nutrition Cluster dashboards
 - f. Monthly/weekly summaries of nutrition activities for required situation reports (sitreps) and for programming using NC Monitoring Tool
 - g. Documentation report of good practices, lessons learned, and challenges encountered during nutrition response
5. Support the cluster in the development of a framework for the monitoring and evaluation of the cluster response plan and support the development of indicators that cluster needs to monitor, linked to the response plan.
6. Assist in the Rehabilitation and Recovery efforts for Magnitude 6.6. Earthquake and on-going COVID-19 activities of the Regional Nutrition Clusters.

Core cluster function 5: Monitoring and reporting the implementation of the cluster strategy and results:

1. Undertake regular monitoring visits, if feasible, to review the responses and provide oversight for quality control for partners reporting. Facilitate the identification of information gaps geographically and programmatically, and the rectification of any gaps identified in reporting against the nutrition cluster indicators of the service delivery (quantity, quality, coverage, continuity and cost) by regularly communicating and discussing the gaps with nutrition cluster members and partners; aim at enhancing timely and quality reporting.
2. Maintain monthly collection of reports from partners, identify issues with regard to reporting and recommend appropriate solutions to the cluster partners
3. Assist in the conduct of the Post-Incident Evaluation (PIE) by the Regional Nutrition Clusters.

Core cluster function 6: Build regional capacity building for preparedness and contingency planning:

1. Support the cluster coordination team and cluster partners in preparedness and contingency planning: consolidation of inputs by partners, maintenance/update of the

- nutrition database using data repository to ensure quick data access for analysis, and other IM tools, etc.
2. Provide technical assistance to local government units in the organization of local nutrition clusters.
 3. Coordinate the designation of local information management officers at the provincial, city, and municipal levels.
 4. Orient all designated local IMOs on Nutrition in Emergencies and Information Management.

Accountability to affected population:

- Support the cluster coordination team and cluster partners in setting up and maintaining a cluster complaint and feedback mechanism based on the inputs/guidance provided and feedback regularly to the cluster partners.

QUALIFICATIONS AND COMPETENCIES

Language Proficiency

Fluency in English.

Competency Profile

Core Competencies

1. Understands the Humanitarian Program Cycle, Cluster Approach and the Disaster Risk Reduction and Management in the Philippines.
2. Understands, uses and adapts the tools, mechanisms and processes developed as part of the Cluster Approach.
3. Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required.
4. Thinks and acts strategically and ensures that cluster activities are prioritized and aligned within the agreed strategy.
5. Demonstrates commitment to the cluster and independence from employing organization.
6. Builds, motivates and leads information management team from other partner agencies.
7. Delivers within defined resource parameters, correctly applies knowledge of specialized disciplines, anticipates and prepares response to changing needs of the relevant organizational unit, delivers on set objectives in hardship situations;
8. Effectively coordinates actions with other implementing partners, works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance regional objectives.

Technical Competencies

1. Have adequate understanding of cluster-specific information management needs and the key technical issues to be able to engage with cluster partners.
2. Excellent knowledge of Microsoft Office Suite (e.g. Excel, Word, PowerPoint) or

- other databases (e.g. pivot tables and functions).
3. Proven technical expertise for managing data capture and storage, analyzing diverse datasets, and presenting information in understandable tables, charts, graphs and reports.
 4. Skill in using GIS or map-making packages (ArcGIS, Mapinfo, QGIS, Adobe creative suite) is a plus.

Education and Professional Background

1. University degree in health, nutrition or social sciences, or any discipline related to Information Management from a reputable academic institution.
2. Minimum of 1 - 2 years professional experience in Information Management, preferably with a minimum of two years of accumulated experience in emergency humanitarian operations.
3. Knowledge of cluster approach, Nutrition in Emergencies and IYCF in emergencies.