



TERMS OF REFERENCE

UNFPA Turkey Information Management Associate

Type of Contract	: Service Contract
Level	: SB3 (SC7)
Duty Station	: Ankara, Turkey
Duration	: Up to 31 December 2022, with possibility of extension

Background:

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response within the framework of the government endorsed UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Northern Syria within the framework of the Whole of Syria.

Implementing its mandate, UNFPA works in close collaboration with line ministries and their provincial directorates to support national systems to provide quality services (health and protection) with a wider coverage. UNFPA runs its programme to ensure that sexual and reproductive health rights of refugees and host communities are met; the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions are addressed and protection services are provided without barriers such as language. For this purpose, in 2022, UNFPA supports Women and Girls Safe Spaces, Youth Centers, Refugees with Disability Service Units, Refugee Women and Youth Support Centers, COVID-19 Mobile Service Units, Key Refugee Group Service Units, Men and Boys Service Units and a Women's Shelter in Turkey. Interventions include: capacity building of service providers, social workers, government officials, NGOs; service provision on sexual and reproductive health and psychosocial support; provision of primary health care and protection services, outreach work, design and dissemination of critical IEC material to refugees; and provision of humanitarian materials including dignity kits and medical equipment to support the provision of quality reproductive health.

Information and data management is a crucial aspect of the programme delivery, both for humanitarian and development components. Information and data management covers the assessment, design, implementation, monitoring and evaluation of data and statistical related activities. This includes assessment of the information landscape; definition of information and data needs; design of data and information activities, including data collection, analysis, storage and dissemination; implementation of data and information management activities; and monitoring and evaluation of data management activities. It is needed to deliver robust and comprehensive assessments and evaluations, and to support results-based planning, monitoring and reporting of the programmes implemented by UNFPA and its partners.

To strengthen and support its information and data management system UNFPA will be hiring an Information Management (IM) Associate.

Major Activities/Expected Results:

In line with ICT and other relevant rules, regulations and standards of UNFPA, the IM Associate will be responsible for:

- Contributing to the **design of data strategies and systems** as per the results frameworks of programmes/projects and with the aim of beneficiary and service tracking and reporting.
- The **development of information management products** such as indicators, templates, maps, dashboards, monitoring reports, project briefs, infographics, etc. as relevant.
- The **collection, storage, management, security and protection** of data.
- **Implementation of data management activities** (definition of needs, data collection, analysis, storage and dissemination).
- Ensure database maintenance through identifying, diagnosing and escalating for the resolution of technical user errors, bugs and queries related to UNFPA data collection applications.
- **Consolidation of data systems**, including the interoperability of operational data and systems.
- Identifying barriers/bottlenecks and document lessons learnt on information collection, collation, analysis and sharing and developing appropriate supportive strategies.
- **Development of reports** on progress data to be analyzed by UNFPA and donors. Supporting **assessments, situational and trend analysis and planning processes** with analytical frameworks.
- Ensuring **consistency and accuracy of data** and results for country analysis.
- **Coordination with partners on data and information management** efforts. Joining the information management network.
- Contributing **technical and training support** to relevant staff, UNFPA's service providers.
- Contributing to **monitoring activities by providing quality assurance** to the monitoring methodologies, data collection and analyses.
- Contributing **to the documentation for capacity building and guidance** of technical users and administrators.
- Contributing to **any other** information management issue as requested by the UNFPA programme team.

Work Relations:

Under the overall guidance of Humanitarian Affairs Specialist and direct supervision of Monitoring and Evaluation Specialist, the Information Management Associate works in close collaboration with the Data Analysis & Reporting Assistant, ICT Assistant and the rest of the programme team to support data and information management activities in Turkey.

Minimum Qualifications and Experience:

Education : At least Bachelor's degree in Social Science, Statistics, City and Regional Planning, Information Management, Geographic Information Technologies, Data Science, Engineering, Computer Science or other related field with course work in data collection, processing, statistical analysis and reporting.



Experience : Minimum 7 years of relevant experience with data sharing, data management and data analysis including data governance, quality assurance and preservation, data interoperability, data science methodologies, development of and revision of data standards, geographic information technologies, qualitative data analysis and quantitative data analysis.

Language : Fluency in written and spoken English and Turkish

Computer Skills : Proven knowledge in data collection, cleaning and reporting / visualization systems such as Activity-Info, Zoho Creator (or similar Low Code platform), Power BI, Tableau, GitLab, etc. and Microsoft Office Programs.

Nationality : Turkish

Skills and Competencies:

- Experience in object oriented languages like Python, JavaScript is an asset.
- Familiarity with some of the following areas is an asset: DM-Data collection methodologies, DM-Data Management, DM-Database Design & Development, MS-Data Collection Analysis, DM-Metadata Creation & Management, MS-Statistics Analysis, DM-Open Source Software & Data, DM-Population census and econometrics, DM-Protection Data Management Systems, PR-Cluster Information Management Tools, Resources and Approaches, PG-Needs Assessment and Response Analysis.
- Technical knowledge of Reproductive Health/Family Planning or Gender Based Violence is an asset.
- Working experience with an international organization is an asset.

Core Competencies:

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

Functional competencies:

- Delivering result-based programs
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multitasking