



**UNFPA Lebanon
Terms of Reference
August 2021**

Official Job Title:	Information Management and Communication Consultant – GBV Sector IM and Communication Support
Duty Station:	Beirut, Lebanon
Contract type:	Consultancy Contract / Full Time
Duration:	3 months

Background

UNFPA continues to assume the leadership role related the Inter Agency Task Force on Sexual and Gender Based Violence (SGBVTF) ensuring standards, approaches, tools, interventions, priorities are harmonized, standardized and compliant by all humanitarian actors. UNFPA is also supporting the functioning and maintenance of the GBV Information Management System and ensuring the Co-chairing of the Protection from Sexual and exploitation and Abuse (PSEA) in country Network.

Under the overall supervision of the UNFPA Humanitarian Coordinator the incumbent will support the GBV sector coordination and the GBVIMS coordination in developing information management and communication products.

The incumbent will support visualization of key data from the GBVIMS and will contribute to the development and design of the sector regular surveys and reports.

The consultant will also assist the humanitarian and GBV coordinator in developing advocacy products in relation to the main GBV trends and PSEA issues.

1. Organizational Location

The incumbent will be based in the UNFPA CO in Beirut, Lebanon. Remote working modality can apply in the context of the pandemic as well as criticality of the country context.

2. Job Purpose/Supervisory Role

Under the overall supervision of the UNFPA GBV & Humanitarian Coordinator the incumbent supports the information management and communication activities related to the GBV and PSEA sector coordination structures

3. Major Activities/Tasks

- Under the supervision of the GBV and Humanitarian Coordinator, support the development of key communication and information management products related to the GBV and PSEA coordination structures such as dashboards, presentations, advocacy reports
- Design data collection products and surveys, ensuring that the purpose and use of data collected is clear and that questions are simple, clear and collectable.
- Support the visualization of the GBVIMS Data trends and reports in close collaboration with the GBVIMS Coordinator
- Assist the Coordinators/Co-Chairs with analysis and presentation of sector results and needs assessments
- Assist the coordinator in updating contact lists and disseminating key messages and information to sector partners
- Develop regulars digest on relevant GBV and PSEA issues in Lebanon and globally to be widely disseminated among the humanitarian and development community
- Support the Coordinator in updating and disseminating the referral pathways and the list of GBV hotlines
- Production of web-based interactive maps that showcases key IA GBV interventions, partners, regional coverage, etc
- In addition to dashboards, prepare various outputs such as graphs, analytics, visuals, infographics, based on data provided and using a wide range of tools and applications including Tableau, Power BI, or other visualization and data management tools/models
- Build partnerships with information management counterparts i.e. UN agencies, NGOs, local partners, and other agencies, to enable and promote the coordinated collection, management, analysis and visualization of data/information and participate in external information management fora, as required
- Advise about new IMS modelling tools/applications/software and follow up on application based on decision to adopt where and if relevant;
- With programme/communication staff, design and implement a structured dissemination plan for all products and information services (eg, reports, data, maps) through
- Contribute to the development of information and communication products in the framework of the 16 Days of Activism against GBV.

Coordination

The consultant will work in close coordination with organizations members of the SGBV Task Force, the PSEA network and new GBV ERP coordination structures to collect inputs and disseminate key products developed

4. Expected Results

- At least two dashboards related to GBVIMS trends analysis
- At least two dashboards with GBV sector results
- At least two advocacy notes on GBV sectors needs based on surveys among partners
- Bi-monthly digests on GBV and PSEA related information
- Structured dissemination plan for all products and information services



5. Job Requirements and Competencies

Experience and Knowledge

- BS degree in Social sciences, Communication, Design or relevant fields, Geographic Information Systems (GIS), Information Management, Information Systems, Information Technologies
- Minimum of 3 years of work experience in information management or/and communication
- Experience in the humanitarian or development sector is an asset
- Fluency in oral and written English and Arabic is essential; ability to communicate in French is an advantage.
- Familiarity and experience using tools and applications to develop infographics, dashboards, online surveys, communication deck
- Knowledge and experience with Gender equality/GBV programme is an asset

Core

- Values/guiding principles
- Working in teams, Excellent relationship and self management / Emotional intelligence
- Communication and analytic skills
- Analytical and strategic thinking and results orientation/commitment of excellence; Job Knowledge/Technical Expertise
- Skills in data visualization, dashboard creations, infographics
- Experience in coordination, advocacy and training
- Capacity to work in a stressful/conflict environment
- Ability to communicate ideas and complex issues and concepts clearly to different audiences, and to write clearly and concisely
- Ability to establish and maintain effective working relations with people of different cultural backgrounds.

25 August 2021

Erica Talentino

A handwritten signature in black ink, appearing to read 'Erica Talentino', is located below the typed name.