**Terms of References (ToR)**

**1. Title:** Information Management Officer (IMO) for ELCG

**2. Organisation:** This post is created to support the task of Education Local Consultative Group (ELCG) and funded by JICA Bangladesh Office for the contracting period

**3. Contract period:** February 01, 2021 to March 31, 2022

**4. Post Location:** Dhaka, Bangladesh

**5. Supervisors:** ELCG Co-Chair to supervise the ELCG-related tasks;

JICA Bangladesh Office for administrative issues

**6. General statement of purpose of the job**:

ELCG provides a forum for information exchange, policy dialogue, coordination and collaboration in education sector in Bangladesh. Its members include the Government of Bangladesh (GoB), its development partners (DPs) and civil society organisations (CSOs). The ELCG is led by Chair from GoB and Co-chair from DPs. As of 2020, the Ministry of Primary and Mass Education (MoPME) is the Chair and the UNICEF is Co-chair of the ELCG.

Education sector in Bangladesh is rapidly expanding in the context of an economic upliftment towards a middle-income country, the 21st century skills, and the Sustainable Development Goals (SDGs). The ELCG provides a platform to feed strategic directions to the GoB including the BDF (Bangladesh Development Forum) and the Local Consultative Group (LCG), and serves as Local Education Group (LEG) for international funds. In this context, secretarial tasks for the ELCG have enormously increased which demand dedicated support form particularly deployed human resource. This post is created to support such tasks of the ELCG.

Under the direct supervision of the ELCG Co-chair, the Information Management Officer is responsible to support a coordinated approach to information management and assessment activities for an accountable, needs-driven and effective response. The selected candidate will be responsible for supporting the coordination of the day-to-day work of the ELCG, information management coordination activities and needs assessment efforts, as requested by the ELCG Chair and Co-chair.

The selected candidate will liaise with the ELCG members and other technical counterparts to gather information and data for analysis, dissemination, identify information gaps, help decision-making processes and support the response inter-sectoral information management. The incumbent may need to develop data collection and management system.

**7****. Key functions and accountabilities**

* Under the direct supervision of the ELCG Chair and Co-chair, provide support to the ELCG Secretariat in managing and organizing the ELCG related meetings including GPE or sub-Working Group meetings.
* Support developing and implementing a strategy for coordinated data collection, assessments, analysis, dissemination, and decision-making support with information for the ELCG members.
* Support the Ministry of Primary and Mass Education (MoPME) and Ministry of Education (MoE) in analysing the data from national and global education data. Engage with MoPME and MoE to strengthen the information system in emergency/COVID-19 context such as introducing an indicator on access to remote learning in the existing school census.
* Liaise with government offices managing data and other relevant data providers especially with monitoring divisions of the DPE, DSHE, TMDE, BANBEIS, BBS, Education Watch, identify and obtain the needed data and information elements required to produce standardised and multi-sectoral information products and design and manage respective data/information collection plans for baseline and context-specific data.
* Design and implement a structured dissemination plan for inter-sectoral information management products and services as appropriate (e.g. web portal, mailing lists, core databases, etc.) including the definition of standard operating procedures for clearing information products for release.
* Support the drafting, design, coherence and production of all information material intended for external use, such as maps, infographics, reports and situation reports.
* Ensure the ELCG emailing database is up to date.
* Perform other related duties as required by the ELCG Co-chair.

**8. Reporting**

* Develop ELCG progress report for JICA by the end of every month and submit it to JICA within 5 working days of the following month.
* Develop technical analysis, briefing papers, talking points, memos for JICA as requested.
* Regularly report to the JICA Bangladesh Office, Education Advisor and JICA technical cooperation project.

**9. Recruitment qualifications**

Education: A university degree in education; social science; statistics, information management, economics, data science, computer science, international development, or any other relevant field.

Experience: ***Essential***

Five years’ experience in data or statistical field which may be in an international context or humanitarian or development situation. Experience with data sharing, data management and data analysis to support policy formulation and implementation.

***Desirable***

Knowledge of national and international statistical systems; knowledge of international protection, human rights and international humanitarian law; experience in data collection and analysis in field situations.

Relevant experience with GoB, DPs, and CSOs is considered as an asset.

Language: Fluency in English and Bengali is required

Functional Skills: Data collection methodologies;

Data analysis including Statistics Analysis;

Needs Assessment and Response Analysis;

Data Management;

Protection Data Management Systems;

Metadata Creation & Management;

Database Design & Development;

Website Design & Management;

Open Source Software & Data;

Population census and econometrics;

ArcGIS (Geographic SP-Topographic Surveying Information System);

Mapping Software;

Cartographic Skills;

Cluster Information Management Tools, Resources and Approaches;

**10. Evaluation**

The efficiency and effectiveness of the support provided by the information management officer will be evaluated by JICA Bangladesh Office, considering the feedback from the ELCG Chair, Co-chair, members and the MoPME/ MoE.