



Terms of Reference for Information Management Coordinator

TEAM PURPOSE:

To provide the day to day data entry, analysis and reporting support to the Programme Manager-EiE and frontline staff to ensure proper documentation and data management of EiE. In addition, the Information Management Coordinator should collaborate with the other work streams within the Education in Emergencies response to the Forcibly Displaced Myanmar Nationals crisis in Cox's Bazar, Bangladesh.

JOB PURPOSE:

To facilitate the processing of sensitive EiE data in a timely and accurate manner while providing regular trend analysis in line with Data Sharing Protocols and confidentiality. This role actively supports the EiE response to reporting and evaluation of EIE programmes output and outcome results achievement and provide regular updates to Emergency Response Manager and the EiE Lead emergency team on progress, priorities and constraints – verbally and in writing on an agreed frequency.

Duration: As per Contract

Job Location: Ukhiya, Cox's Bazar, Bangladesh

Reporting Lines: Program Manager – Education in Emergency

RESPONSIBILITIES AND TASKS

1. Provide technical support to ensure quality documentation and analysis of EiE

- In collaboration with the Programme Manager- EiE and the Education Sector, sector IM, develop a Plan International Information Management System (or adopt the inter-agency tool)
- In collaboration with the Programme Manager- EiE, ensure TOs have been oriented in the Cox's Bazar inter-agency 5W Tools and Flow Chart and a clear work stream is developed where TOs submit their forms to the IM Coordinator for data entry and analysis.
- Provide weekly reports in the form of a dashboard sharing helpful information on the EiE (ex: number of LCs, girls/boys, facilitators and so on and a qualitative report analysing specific trends in the situation of children that need to be addressed.
- Participate in bi-weekly sector IM meetings to get key information about experiences among EiE and work with other agencies where appropriate
- Provide regular updates to Programme Manager-EiE and other team members on the progress of the implementation, challenges faced, and additional support needed.

2. Staff Capacity Building

- Design and facilitate capacity development activities/ training of EiE staff in the areas of filling out forms (focused on missing information).
- Provide on-the-job coaching and support to the EiE team in technical aspects of data collection.

DIMENSIONS

1. **Budget/Asset Management:** This role does not have a delegated authority for expenditure. However, he/she needs to monitor expenditure on EiE-related interventions implemented by Plan and the partner organization for relevant projects.
2. **Direct and Indirect Reports:** The position holder will report to the Programme Manager-EiE and collaborate with the Specialists, TOs and FTR Workers, but will not have any direct reports.
3. **Communications Requirement:** The IM Coordinator will work in close collaboration with the following individuals:
 - a. EiE Lead and Programme Manager -EiE
 - b. EiE Specialists, M&E Specialists

- c. TOs
 - d. Other sector colleagues (ex: CPIE, WASH, etc.)
4. **Risk Management:** He/she will take a proactive stance in identifying and mitigating exploitation and abuse and follow Plan International's Child Protection Policy and code of conduct.
 5. **External Representation:** He/she may provide backstop support to the Programme Manager-EiE in the IM Task Force.
 6. **Area of Responsibility:** Ensures technical supports and capacity building of Plan and Partner staff members on EiE in Cox's Bazar.

CORE COMPETENCIES

Technical Skills

- Previous experience working in data management or data entry, analysis and donor reporting
- University degree in computer science/Statistics/Social Science/ or related
- 4-5 years of working experiences in national/international development organization in the relevant field
- Good knowledge and understanding of humanitarian principles and established international child protection minimum standards.
- Experience in programs focusing on: working with vulnerable children, social work with children and families, etc.
- Proven information management skills, including in monitoring and evaluation
- Proven experience of research, data analysis, or trend analysis on EiE technical areas a plus.
- Demonstrated knowledge and abilities in Microsoft Office (particularly Excel) and other data processing software (Rapid FTR, EiE, CPIMS, or Progress a plus)

Skills and Behaviours

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train local staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of Plan. This includes effective negotiation and representation skills.
- Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
- Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge of Plan policies and procedures, INEE, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- About 2-4 years working in a humanitarian context - experience in working with refugees or IDPs is preferable.
- Fluency in English and Bangla (both reading and writing)
- Prior experience of working in greater Chittagong Division and knowledge of Chitagonian or Rohingya is a plus