UNITED NATIONS POPULATION FUND BANGLADESH
JOB DESCRIPTION

I. POSITION INFORMATION

Project name: Addressing Gender Based Violence in Emergency (GBViE)
Post Title: Information Management Officer (IMO)- Gender
Number of Positions: 1
Type of Contract: Service Contract
Post Level/Grade: SB4
Duty station: UNFPA Field Office in Cox’s Bazar (Roving)
Duration of contract: 12 Months (with a possibility of renewal, subject to performance and fund availability).
Starting date: October 1, 2017
Source of Funding: OR

II. ORGANIZATIONAL CONTEXT

Bangladesh is ranked as the sixth in the World Risk Index (2015), indicating the country’s extreme exposure and high vulnerability to natural hazards even when Bangladesh has not experienced any Level 3 disaster in recent years. In humanitarian settings, women and girls are disproportionately affected. In the 1991 cyclone in Bangladesh for instance, 90% of the deaths were among women. If law and order break down in an emergency situation, or social support and safety systems (such as extended family or community groups) fail, women and girls are also at greater risk of gender-based violence (GBV), gender based discrimination, and harmful practices, including forced or child marriage. According to the 2015 Violence against Women (VAW) Survey conducted by the BBS, Bangladesh has an extremely high prevalence of VAW with 72.6% of married women experiencing some form of violence by their husbands, 49.6% experiencing physical violence and 27.3% sexual violence. This shows that women and girls are already at risk of GBV in normal times - emergencies make their vulnerability even bigger, while collection of data on GBV in humanitarian settings remains a challenge.

UNFPA is the lead agency for GBV in the UN Country Team in Bangladesh and the prevention and mitigation of GBV remains as one of the priority areas for UNFPA’s current 9th Country Programme (2017-2020). Guided by the principles of the global Cluster Approach and drawing upon previous natural disaster experiences in the country, UNFPA successfully advocated for the formation of a “Gender-Based Violence (GBV) Cluster” under the national humanitarian architecture in Bangladesh, co-chaired by MoWCA and UNFPA. In addition, UNFPA is leading the GBV sector in Cox’s Bazar and implementing programmes in both host and Rohingya Refugee Communities, especially for the undocumented Myanmar nationals residing in makeshift camps. UNFPA, through it’s GBV cluster/sector, is now contributing to a more coherent, comprehensive and coordinated approach to GBV in humanitarian settings in the country, including prevention, care, support, recovery, and efforts to hold the perpetrators accountable. In addition, based on the Country Programme, UNFPA will support further operationalization of GBV clusters at the subnational level.

Under the guidance of the Gender Unit Chief and close collaboration with GBV Cluster Coordinator and GBVIE Officer, the Information Management Officer (IMO) plays a vital role in collecting, analysing, and sharing
information that is important for the cluster stakeholders to make (evidence based) strategic decisions on where there is a need for actors and to what degree for affected populations, prioritization of these areas according to GBV indicators, gaps and what capacity (human, material, financial) exists to be used in support of the identified prioritized response needs. The IMO will also provide supports GBViE officer by providing the data and information required to make programmatic decisions. As such, needs to be able to liaise and communicate with a diverse audience and act as a ‘bridge’ between GBV decision makers and GBV cluster. S/he will also support GBV cluster for collection of safe and ethical data collection and data management system. In addition, IMO is also expected to support UNFPA’s IPs on GBViE by providing technical support to the data collection process and conducting analysis of the data collected. This will help to facilitate evidence based reporting on the project and better inform GBViE program interventions.

This incumbent will be based in Cox’s Bazar, from where s/he shall undertake frequent field missions to UNFPA supported areas in Cox’s Bazar as well as UNFPA country office in Dhaka and other districts as and when necessary. S/he shall closely work with UNFPA’s other units (Humanitarian, Sexual and Reproductive Health and Rights, Population, Planning and Research, and Adolescent and Youth). S/he shall report to the Chief of the Gender Unit, UNFPA.

### III. FUNCTIONS/KEY RESULTS EXPECTED

(Major Activities and Expected Results)

- Provide IM services for key decision-making including; data collection, collation, analysis and information dissemination
- Support UNFPA partners for data collection, data storage and analysis, including the IPs working for WFS in Cox’s Bazar
- Conduct analysis on the data collected at the WFS and provide a summary report
- Capacity development of UNFPA GBViE IPs on ethical data collection and recording for all disaster prone districts.
- Produce monthly/bi-monthly report on GBViE data information.
- Maintain and continuously update (on a fortnightly or monthly basis) the existing IM products to ensure all are up to date. In particularly: contact directory and mailing list; the Who does What, When and Where (4W) database and derivative products, such as charts and maps; if / when it becomes relevant, the Who does What Where and When (4W) database tracking post emergency response and the consequent mapping of GBV resources, needs and gaps as requested.
- Respond to the Cluster Membership’s needs for information;
- Develop, maintain and update the UNFPA GBViE /GBV Cluster database and contribute to GBV Cluster Bangladesh website; proactively gather information from other clusters/organizations which may be of use to the GBV Cluster for informing decisions, including movement of population, potential camp locations and road networks;
- Present information in a way that is easily understood by the GBV cluster members and IP such as through graphic means such a mapping but also through tables, charts, and narrative writing. Other times it involves discussing the information directly with the decision makers to make important interpretations on the findings.
- Facilitate and coordinate training related to IMS, GBV assessments and other activities as part of the overall GBV preparedness and response measures;
- Design of GBV data collection forms, ensuring that the purpose and use of all data collected is clear, questions
are simple, clear, collectable and easily analysed highlighting where potential problems might arise; organize and manage the data input and initial analysis and presentation of data for the GBV Cluster;

- Inventory of relevant common Cluster / Sector data sets, including population data disaggregated by age and sex;
- Data on the humanitarian requirements and contributions (financial, material, human – as appropriate);
- As appropriate, liaise with OCHA and IM Focal Points in other clusters – share information as appropriate and identify and gather information from other clusters which can inform GBV response and preparedness decisions;
- Work closely with GBV Cluster Coordinator, Humanitarian Specialist, Sexual and Reproductive Health and Rights, Adolescent & Youth units in country and district offices and also the Population and Development unit in relation to evidence/data related to GBV in emergency settings.
- Maintain close liaison with the Deputy Commissioner (DC), District/Upazila Women Affairs Officers, Upazila Disaster Risk Reduction Committee, Nari Nijaton Protorodh Committee (NNPC), Community Watch Group (CWG), and other key players through providing adequate data for addressing GBV in emergency settings including NGO/CBO/CSO support networks.
- Maintain solid working relationships, with the GBV Interagency Coordinator(s) and all humanitarian partners and agencies;
- Provide regular and comprehensive updates related to UNFPA’s progress to address GBV;
- Undertake regular field visits to monitor and evaluate the implementation of GBV programme activities by keeping a close record of activities, such as capacity building and implementation of relevant SOPs and guidelines.
- Ensure timely reporting on accounting utilization of UNFPA’s assistance by implementing partners.
- Provide technical support to the partners to implement standardized GBV incident report/intake forms and other forms and collect and critically analyze data obtained to inform evidence based GBV emergency programme implementation.
- Perform any other duties as required by the chief of Gender Unit and Deputy Representative, UNFPA.

### IMPACT OF RESULTS/ DELIVERABLES

- Develop UNFPA/GBV cluster database
- Develop data analysis form, questions, tool for GBViE programme of UNFPA and GBV cluster members
- Develop training module accompanied by training materials on safe and ethical data collection and preservation methods
- Conduct capacity development of UNFPA IPs and cluster members on safe and ethical data collection and data preservation/storage
- Analytical report of data collected at WFS and recommendations to future programming
- Development of content related to GBV data for web site of UNFPA and GBV cluster
- GBViE programmes implemented in emergency affected districts and Upazilas in line with UNFPA minimum standards
- Strong linkage developed between different units on humanitarian initiatives
- Quality result based reports, produced on time.
- Monitoring visits undertaken and mission reports produced with clear recommendations and way out.

### V. COMPETENCIES AND CRITICAL SUCCESS FACTORS

**Corporate Competencies:**

- Demonstrates integrity by modeling the UN’s values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results in orientation (UNFPA core ethics) impartiality);
Professionalism and commitment to achieve results;
- Promotes the vision, mission and strategic goals of UNFPA
- Respect culture, gender, religion, race and nationality.

Development and Operational Effectiveness:
- Ability to analyse, interpret and think critically about the humanitarian framework and needs in Bangladesh;
- Excellent technical skills and understanding of GBV in Emergency programmes
- Builds strong relationships with colleagues and stakeholders;
- Demonstrates openess to change and ability to manage complexities;
- Demonstrates strong organisational and self-management skills;
- Sensitive to political environment and ability to find creative solutions when problems arise;
- Ability to plan and organize work accordingly.

Communication and Negotiation:
- Excellent communication skills with a wide range of stakeholders including local population and first line service providers to high ranking officials
- Strong writing skills, especially precise results based reporting
- Strong negotiation and persuasion skills;
- Ability to deliver training, presentations and workshops.
- Ability to persuade others through cogent and clear arguments.

Behavioural Competencies:
- Understanding of and focus on impact and achieving results for the direct beneficiaries;
- Focuses on results and responds positively to feedback.
- Proactive attitude to work;
- Ability to work independently and as an integral part of a team to deliver results.
- Ability to think quickly and improvise when necessary.
- Demonstrates openness to change and ability to manage complexities
- Ability to prioritize and produce results under tight deadlines

VI. RECRUITMENT QUALIFICATIONS

Education:
- Master degree in geographic sciences, humanitarian affairs, political science, Information Technology, Information Systems, Engineering, or Communications although experience can replace qualifications.

Knowledge and Experience:
- Minimum of 3 years’ experience – experience in the field in humanitarian context is an asset.
- Willingness and ability to work in difficult environments, in often stressful time critical situations.
- Willingness to work in the field, as and when required.
- Fluent English and Bangla
- Cultural and Gender awareness and sensitivity.
- Knowledge on gender and GBV issues
- Strong knowledge of Excel and preferably MS Access or other databases.
- Ability to present information in understandable tables charts and graphs. Other Technical Skills that are considered desirable:
- Ability to maintain and manage website content related to GBV for the UNFPA and GBV cluster.
- Data collection, storage and file management expertise.
- Assessment, Survey, and Monitoring and Evaluation expertise.
- Communications and technical writing using both graphic and narrative presentations.
- Information Technology and networking skills.
- Experience in web design and programming.
- Knowledge of mapping software an advantage.
- Knowledge of Visual Basic/macros a plus.

### VII. SIGNATURES - JOB DESCRIPTION CERTIFICATION

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