

**Palestinian Water Authority**  
**TERMS OF REFERENCE**

## Humanitarian / Emergency WASH Information management officer

<b>Title</b>	Humanitarian / Emergency WASH Information management officer <b>(IM Officer)</b>
<b>Purpose</b>	In the context of WASH Cluster transition to PWA-led National Humanitarian WASH Coordination Forum in West Bank, UNICEF will support the post of a Humanitarian WASH Information Management Officer to be stationed in the PWA to collect and manage critical WASH information and data for the purpose of facilitating the processes that will ensure a well-coordinated, coherent, strategic, and effective WASH response in the State of Palestine, i.e. West Bank including East Jerusalem and the Gaza Strip. S/He is responsible to ensure coordination efforts to ensure coherence and coordination between inter and intra cluster IM activities amongst the mobilized and adequately resourced groups of agencies, organizations, NGOs, local communities etc.
<b>Location</b>	PWA, Ramallah, State of Palestine
<b>Contracted by</b>	PWA
<b>Funded by</b>	UNICEF
<b>Reporting to</b>	State of Palestine National Humanitarian WASH / Cluster Coordinator, in consultation with UNICEF WASH Chief
<b>Duration</b>	13 months
<b>Start Date</b>	May 2018

### 1. Purpose of the Assignment

In the context of WASH Cluster transition to PWA-led National Humanitarian WASH Coordination Forum in West Bank, UNICEF will support the post of a Humanitarian WASH Information Management Officer to be stationed in and contracted by the PWA to collect and manage critical WASH information and data for the purpose of facilitating the processes that will ensure a well-coordinated, coherent, strategic, and effective WASH response in the State of Palestine, i.e. West Bank including East Jerusalem and the Gaza Strip. Since July 2014, Gaza Strip is experiencing a major humanitarian disaster due to the events that unfolded during the 51 days of conflict. Many WASH facilities were destroyed and rebuilding is ongoing.

Information is the foundation on which decision making for a coordinated and effective response is based. The Information Manager will ensure that relevant information related to humanitarian emergency is provided to the cluster partners, donors and the humanitarian community in general at the right time in a usable form to facilitate situational understanding and decision making. Properly collected and managed data during emergencies can furthermore support in early recovery, recovery and disaster preparedness activities. Information Management is therefore both a time critical intervention to support timely evidence based decision making in the WASH cluster and PWA.

The **(IM Officer)** is one of the core Humanitarian/Cluster Coordination team members and plays a vital role in collecting, analyzing, and sharing information that is important for the cluster

stakeholders to make informed (evidence based) strategic decisions on; the needs of affected populations, the prioritization of these areas according to WASH indicators, where there is a need for WASH actors and to what degree, what are the key gaps in activity and need, what capacity (human, material, financial) exists to be used in support of the identified prioritized response needs

---

## **2. Major Tasks to be accomplished:**

1. Provide support and capacity building for the information management functions being undertaken at the PWA and CMWU level, as part of the ongoing Cluster transition process;
2. Provide IM services to WASH cluster and PWA for key decision making. These services will include data collection, collation, analysis, dissemination processes relevant to the needs of the cluster, including map production. This may require building additional and appropriate capacity through the training of additional staff and managing, organizing, and conducting these activities;
3. IM will work closely with PWA team and will report directly to the National WASH Cluster Coordinator. Also, IM will support and provide the Data Bank team within PWA with all necessary data and information to feed and link to the National Water Information System;
4. Facilitate WASH Cluster participation in the yearly HPC process including HNO (Humanitarian Needs Overview), guidance to WASH Cluster members in HPC project formulation, uploading and vetting of proposals, development and presentation of SRP (Strategic Response Plan) and monitoring of HPC projects and SRP indicators;
5. Work closely with PWA and CMWU to ensure that existing national databases, such as CMWU database, PWA database and APIS are integrated into OCHA and WASH Cluster IM tools;
6. Ensure that all the relevant actors are working with same or complementary information and baseline data and that information is relevant, accurate & timely as possible;
7. Produce/update maps of 4W, WASH gaps per location, water and sanitation infrastructure, water resources;
8. Development of simple, user-friendly emergency WASH monitoring reporting formats in consultation with the local authorities, providers of WASH assistance and other key stakeholders;
9. Establish systems and procedures (in coordination with relevant sectors and OCHA) for effective information sharing with cluster partners related to cross-cluster programming;
10. Lead in planning and implementation of joint assessments and analysis of WASH specific needs and act as focal point for the cluster partners to share IM resources and capacities where appropriate to promote harmonisation and unified approach;
11. Contribute to the inter-cluster IM coordination and support efforts to ensure coherence and coordination between inter and intra cluster IM activities;
12. Generate and share up-to-date cluster specific information (e.g. contact lists, meeting

- minutes, standard forms, policy or technical guidance, datasets, needs / gap analysis etc.);
13. Support the advocacy for key WASH concerns (Area C, WASH Material Entry into Gaza etc.);
  14. Ensure that the data collected and managed during emergencies benefits the early recovery, recovery and later the development and disaster preparedness activities;
  15. Contribute to UNICEF programme as required and agreed between the PWA WASH Cluster coordinator and UNICEF WASH chief.
  16. Ensure that WASH data is routinely analyzed and synthesized into clear and effective briefs to inform and guide decision making
  17. Ensure that the database and tools are continually updated and improved

The Information Manager Consultant will be engaged to perform tasks and duties on full time basis.

The Information Manager Consultant will be based at the PWA office, in Ramallah (with frequent work sessions in Jerusalem and field missions to the West Bank and Gaza, as per requirements).

### **3. Deliverables and deadline(s) for submission:**

The **(IM Officer)**, who will be based in PWA (Ramallah), will provide support to the WASH Cluster and align his/her work with the Cluster's monthly meetings. The **(IM Officer)** will thus provide a report summarizing the progress of its key deliverables, most of which are intrinsically linked to the WASH Cluster, and its monthly meetings, namely:

1. Summary of the support provided and capacity building to key stakeholders (including PWA) for the Cluster related information management functions to be integrated into PWA's institutional setting, as part of the ongoing Cluster Transition;
2. Summary of IM services provided to the WASH cluster and PWA for key decision making.
3. Summary of the facilitation provided for the WASH Cluster participation in the HPC process;
4. Summary of the progress of integration of the existing national databases into OCHA and WASH Cluster IM tools;
5. The monthly updated 4W matrix, WASH gaps per location, water and sanitation infrastructure, water resources;
6. The monthly updated of the emergency WASH monitoring reporting format (as applicable);
7. Summary of the support provided to the monthly inter-cluster IM;
8. The monthly updated cluster specific information;
9. Summary of the monthly advocacy for key WASH concerns (Area C, WASH Material Entry into Gaza etc.);

10. Whenever applicable during any emergency, summary of the support provided to ensure that the data collected and managed during the given emergency benefits the early recovery, recovery and later the development and disaster preparedness activities;

**Recourse:** UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

---

**4. Estimated duration of contract and Tentative Dates**

Duration: 13 months

Dates: 15 May 2018 – 15 June 2019.

---

**5. Terms of Payment**

The progress reports submitted 5 working days after each monthly WASH Cluster meeting, will serve as the basis of contract performance as well as payment.

---

**6. Duty Station:**

PWA, Ramallah, State of Palestine

---

**7. Official Travel Involved:**

Official in-country travel to Jerusalem, Gaza and the West Bank will be as required.

---

**8. Advertisement :**

National.

---

**9. Qualification or Specialized Knowledge/Experience Required:**

BA / (Master is a plus ) Degree level qualification preferred in subjects/ areas of Water, Civil or Public Health Engineering, Data Programing, Statistics, Information Technology WASH e.g. Health Promotion or Education, Public Health (MPH), Environmental Health. Or other related field. Note that relevant work experience may be considered in lieu of a Master's degree qualification.

**Experience**

- A minimum of 3 years of experience of responding to first phases of an emergency in the WASH sector.
- A minimum of 4 years' experience with NGOs or International Organizations.
- Proven experience using GIS and other mapping software and data analysis.
- Proven Experience in monitoring and evaluation
- All supported by strong references
- Languages: fluent in English and Arabic
- Excellent Communicator (verbal and written)