**TERMS OF REFERENCE - CLUSTER Information Management Consultant**

**Background:**

On behalf of the IASC Humanitarian Coordinator in (Country) and UNICEF (as the global lead agency for the IASC XXXX cluster), and in collaboration with the State Authorities, the main purpose of the Information Management Consultant is set to manage information needs, provide strategic information management (IM) guidance and the use of standard IM applications and procedures to the national cluster team and the partner agencies in (Country).

The key objective of the Information Management Consultant will be to contribute towards the effective provision of a comprehensive Cluster/AoR information management system and will be expected to maintain, develop and improve IM procedures to ensure that the IM teams function efficiently and provide the best possible functionality and usability to the wider humanitarian community in regards to the XXXXX response.

**Deliverables:**

The consultant will be required to provide the following deliverables:

* Study the current data collection mechanisms and enhance collation and reporting in order to highlight planned project needs, critical gaps & give a comprehensive overview of the prevailing situation in terms of IM;
* Validate and clean existing data in the Cluster 4W matrix;
* Work with Cluster members to improve the accuracy and timeliness of 4W submissions
* Undertake a capacity-gap analysis of facilities and human resource requirements and gaps across partner agencies;
* Develop mechanism to support large scale review of CHF and Emergency Reserve proposals;
* Assist with data collation, review and interpretation of weekly reports, monthly updates and ad-hoc situation reports;
* The systematic generation of information products to support the WASH cluster with maps, statistical summaries and reports
* Provide capacity building for Cluster support staff on information gathering, processing, analysis and presentation;
* Coordinate with OCHA, and XXXX (other key players), and provincial cluster coordinators and partners to ensure there is adequate understanding of the cluster achievement, current trends and areas that require collective action and understanding.
* Innovate and search for new pioneering tools and technologies for application in the existing IM system. Liaise with other IM systems within the inter-cluster mechanisms to coordinate and synchronize information that will support effective and focused response where needed
* Update and maintain the Cluster website
* Review and maintain Cluster contact list; and
* Final reporting