

Terms of Reference for Information Management Internship at UNICEF

Planning, Monitoring and Evaluation (PME), UNICEF, Jordan Country Office

Reports to: Monitoring and Evaluation Officer

Background

Since the onset of Syrian Crisis, UNICEF Jordan provides humanitarian support to refugees living in Jordan, while ensuring that the country's overall development progress is strengthened as well. Along with partners across Jordan, UNICEF gathers data related to all of its programme sections for monitoring progress and gaps and planning accordingly, including education, water and sanitation, health and nutrition, child protection, and adolescent and youth development and participation. In most sections, an information manager, this massive amount of data is rarely considered as a whole, in part because there is no centralized location to store or access the data. While findings from data collection and reports are shared across sections, each section holds data separately for sectionally or individually convenient manner. Therefore, staffs are not fully aware of what data they can access to meet their needs beyond their own sections. Under such a circumstance, it is difficult to synthesize existing data across sections and effectively use them beyond a section to leverage the office's cross-sectoral efforts.

In the context of the UN Secretary General's Independent Expert Advisory Group on the Data Revolution, which called on all actors collecting data, including UN Agencies, to help kickstart the "data revolution" for sustainable development, the UNICEF Jordan Country Office seeks to explore what data we have, and what promise this data might hold for our ability to deliver for the most vulnerable. Please explore the report, [*A World that Counts: mobilizing the data revolution for the most vulnerable*](#) for more information.

Purpose of the Position:

Currently the office seeks to embark on a series of innovative, cross-sectoral data initiatives, and would like to engage interns to support the creation of a data library containing all data funded or collected by UNICEF in an easily accessible way. It will not only increase their accessibility, but also establish a foundation to develop data tools (for example data visualizations), to engage in data science (for example predictive analytics), and potentially to provide access to data for those outside of UNICEF.

Major duties and responsibilities:

1. Working with Monitoring and Evaluation Officer and Information Managers, create catalogue of all data in programme sections.
 - Identify available data at the section level, including but not limited to surveys, rapid assessments, post-distribution monitoring, and other data that is collected by UNICEF or with UNICEF funding.
 - Crosscheck the exhaustibility of available data by tracking the data sources for internal and external reporting (Result Assessment Module and Activity Info respectively) and checking the list of activities in Integrated Monitoring & Evaluation Plan (IMEP) from 2012 to 2015.
 - Organize the collected data in accordance with the section structure.

Deliverable: Folder with cleanly labelled data files; spreadsheet describing key features of each dataset.

2. With Monitoring and Evaluation Officer, Innovation Specialist and Information Managers, finalize meta data and tag all data sets according to these standards/
Deliverable: Meta data agreed upon by all relevant parties within UNICEF, and used as basis of cataloguing database.
3. Perform wide-ranging and ad-hoc data and information management tasks, as necessary.

Benefit to intern:

1. Gain valuable work experience
The intern will gain valuable experience in information management at a big organization.
2. Develop new skills and refine others
Under the guidance of UNICEF staff, the incumbent will set learning objectives, receive feedback, and strengthen existing and develop new skill sets for effective planning exercises, and evaluating systems change initiatives.
3. Strengthen future employability
The internship will expose the incumbent to a professional work environment. This experience at UNICEF could strengthen his or her future employability.

Working conditions:

Office-based part-time (unpaid) internship. Minimum 15 hours a week. The schedule to be agreed with the supervisors.

Timing:

Time period of assignment: 1 April to 31 August

Qualifications and Competencies required:

To be considered for an internship in UNICEF, applicants must meet the following requirements:

- a) be a graduate or post-graduate student in a field related to computer science, data engineering or data science, information management, social science, or statistics;
- b) be proficient in English;
- c) have excellent academic performance as demonstrated by recent university or institution records; *and*
- d) have the support for internship by a university, related institution or government.

Additional assignment-specific qualifications:

- Basic understanding and interest in statistics, data science, or data for decision making within public sector organizations

- Experience understanding technical requirements to accomplish goals
- Experience working with non-computer scientists to ensure that project development meets the needs of users.

Competencies

- Analytical rigour
- Tact, diplomacy and political sensitivity
- Maturity and ability to work and communicate effectively
- Ability to work effectively in a team
- Flexibility in work-planning based on changing needs

How to Apply:

Qualified candidates are requested to send a cover letter and CV to Hideyuki Tsuruoka <htsuruoka@unicef.org> by 10 April.