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| **TERMS OF REFERENCE**

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| **TITLE:**  **NGCA Education Cluster Field Coordinator** |
| **LOCATION:** Based in **Donetsk City** with some travel to Eastern Ukraine and Kiev as determined by needs and access.  |
| **CONTRACT LENGTH:** November 2017 to August 2018 |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **BACKGROUND**The Education Cluster is a formal forum for coordination and collaboration on education in humanitarian crises formally activated in Ukraine in 2014. The Education Cluster brings together community-based organizations, international NGOs, UN agencies, academics, and other partners under the shared goal of ensuring predictable, well-coordinated and equitable provision of education for populations affected by humanitarian crises. The Ukraine Education Cluster is co-led by Save the Children and UNICEF, replicating the global co-leadership model. The Cluster currently coordinates the education in emergency (EiE) activities of more than 20 community-based organizations, international NGOs and UN agencies. A well-run Cluster, including Information Management, is a formal deliverable of the Cluster Lead Agencies and forms a part of Save the Children work. Save the Children is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in the Education Cluster.**PURPOSE**On behalf of Save the Children and UNICEF, the Country Co-Lead Agencies for the Education Cluster, and in support of the education authorities in Ukraine, the purpose of this post is to strengthen Education Cluster functions in NGCA and manage the collection, analysis and sharing of information on NGCA. The post holder will in collaboration with the Cluster Coordinator work with the appropriate education actors to ensure that viable, Cluster coordination, capacity building and information management functions happen in an organized and strategic way. The **Education Cluster Field Coordinator**, along with the Cluster Coordinator and the Education Cluster Information Management Officer, is a core Cluster team member. |
| **SCOPE OF ROLE:** **Reports to:** Education Cluster Coordinator |
| **KEY AREAS OF ACCOUNTABILITY:****RESPONSIBILITIES**The post holder has responsibility to support and strengthen Education Cluster coordination and information management processes primarily for NGCA, but will also support on coordination and data issues that involve both sides of the conflict. * Under guidance of Education Cluster Coordinator the post holder will ensure that there is effective communication, reporting, engagement and coordination between the National and sub-national Cluster system.
* Support partners from NGCA to participate in cluster processes including Education Cluster Meetings
* Work with the cluster Information Management Officer with a focus on NGCA to support and contribute to information management tools (3W matrix, contact list, etc) and functions: collection, analysis and dissemination;
* Build complementarity of NGCA partner actions, build concensus of locally-appropriate interventions between agencies: avoiding duplication and gaps;
* Maintain flexibility within the Cluster to respond to changes in the operating environment, evolving requirements, capacities and participation;
* With Cluster team facilitate dialogue on data needs in NGCA, analysis results and evidence-base for strategic decision making.
* Maintain updated partner reporting to support service delivery, avoid duplication of activities, highlight successes and identify gaps.
* Respond to information needs of partners and contribute to regular Cluster updates in meetings.
* Under guidance of Cluster Coordinator, work with Cluster partners, to determine a capacity building strategy and carry-out training as necessary.
* Contribute to databases that consolidate and analyze information that is critical to decision making.
* Contribute to Secondary Data Review with relevant documents on the humanitarian and education context in Ukraine.
* Contribute to designing, carrying-out and analyzing assessments, including joint and inter-cluster assessments, with an emphasis on harmonizing Cluster partner assessments.

**Core cluster functions:**1. Supporting service delivery 1.1. Provide a platform to ensure that service delivery is driven by the agreed strategic priorities 1.2. Develop mechanisms to eliminate duplication of service delivery2. Informing strategic decision-making of the HC/HCT for the humanitarian response 2.1. Needs assessment and gap analysis (across other sectors and within the sector) 2.2. Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues. 2.3. Prioritization, grounded in response analysis3. Planning and strategy development 3.1. Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities 3.2. Application and adherence to existing standards and guidelines 3.3. Clarify funding requirements, prioritization, and cluster contributions to HC’s overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)4. Advocacy 4.1. Identify advocacy concerns to contribute to HC and HCT messaging and action 4.2. Undertaking advocacy activities on behalf of cluster participants and the affected population5. Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary6. Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.7. Accountability to affected populationsThe Global Education Cluster will provide operational support to the country cluster as necessary including through Helpdesk, capacity building and direct support as needed, see Reference 1.**ACCOUNTABILITY**The post holder is accountable to:* Education Cluster Coordinator, in providing information as determined necessary through a team approach, who will in turn ensure that the post holder is provided with all necessary support and guidance.
* Education Cluster partners, as a neutral representative of the coordination group and not of any single agency.
* The Inter-Cluster Group and Information Management Working Group, established by the HCT/UNOCHA, who will in turn share relevant common datasets and support inter-sectoral data management
* Affected populations through agreed mechanisms and by maintaining updated figures on needs and response
* Accountability to the Cluster Coordinator, cluster participants, information management team members and inter-cluster coordination bodies will be expressed in regular review meetings.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** University degree, preferably at an advanced level, in a subject area relevant to information management such as statistics, economics, social science, math, information technology and other research-based degrees.Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.Formal training in information management an advantage. |
| **EXPERIENCE AND SKILLS**Humanitarian work experience with UN and/or NGO, including information management in emergency response relevant to the cluster is considered an advantage. Experience in Education sector is preferred.Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.**Core competencies:*** Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
* Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform
* Demonstrates commitment to Humanitarian Principles - <https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf>
* Demonstrates commitment to Principles of Partnership - <http://www.globalhumanitarianplatform.org/doc00003804.doc>
* Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
* Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy
* Demonstrates commitment to the cluster and independence from employing organisation

**Technical competences** Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants and build capacity of participants as is deemed necessary. Ability to facilitate a diverse group of agencies and local actors with different capacities and mandates (civil society, UN, INGO, NGO, etc.)Excellent knowledge of MS Excel (e.g. pivot tables and functions); proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; knowledge of establishing and managing basic websites (e.g. UNOCHA’s Humanitarian Response platform).Proven skills in using GIS packages (e.g. QGIS or ArcGIS) and data visualistaion software packeges (e.g. Microsoft Power BI or Tableau) are an asset..**Languages**The post holder will have fluency in the following languages:* English
* Russian
* Ukrainian
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| **FURTHER REFERENCES**1. IASC Guidance Note On Using The Cluster Approach To Strengthen Humanitarian Response 24 November 2006 [http://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Guidance%20Note%20on%20using%20the%20Cluster%20Approach%20to%20Strengthen%20Humanitarian%20Response%20(November%202006).pdf](http://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Guidance%20Note%20on%20using%20the%20Cluster%20Approach%20to%20Strengthen%20Humanitarian%20Response%20%28November%202006%29.pdf)
2. Handbook for RCs and HCs on emergency preparedness and response <http://eird.org/publicaciones/Handbook.pdf>
3. Cluster Performance Monitoring: Preliminary Coordination Performance Report <http://clusters.humanitarianresponse.info/system/files/documents/files/template-preliminary_report-coordination_performance_monitoring_0.pdf>
4. IASC “Women, girls, boys and men, different needs, equal opportunities" 2006 <http://www.humanitarianinfo.org/iasc/downloaddoc.aspx?docID=4988&type=pdf>
5. Different Needs - Equal Opportunities: Increasing Effectiveness of Humanitarian Action for Women, Girls, Boys and Men, e-learning course <http://www.iasc-elearning.org/>
6. Education Cluster Coordination Handbook <http://education.humanitarianresponse.info/system/files/documents/files/EC%20Coordinators%20Handbook_low.pdf>
7. INEE Minimum Standards for Education: Preparedness, Response, Recovery, especially Coordination Standard 1 <http://toolkit.ineesite.org/toolkit/INEEcms/uploads/1012/INEE_GuideBook_EN_2012%20LoRes.pdf>

Operational Guidance on Responsibilities of Cluster/Sector Leads & OCHA in Information Management <http://clusters.humanitarianresponse.info/system/files/documents/files/IASC%20Operational%20Guidance%20on%20Responsibilities%20of%20Sector%20Cluster%20Leads%20and%20OCHA%20in%20Information%20Management.pdf> |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |

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