

Terms of Reference Information and Analysis Unit of the RC/HC

The Inter-Agency Information and Analysis Unit (IAU) is an integral part of the Office of the Resident Coordinator/ Humanitarian Coordinator for Iraq. It was established in 2008 to provide support in evidence-based programming and advocacy in-line with the needs and priorities of the Government and the people of Iraq. The IAU's main role is to provide support to the UNCT, UNAMI, UNDAF Priority Working Groups (PWGs) and NGOs by conducting analysis of key humanitarian and development issues in Iraq and facilitating collaborative information provision and management while respecting the leadership vested in the mandates and specializations of UN and partner agencies.

The unit is expected to:

1. Provide timely information on Iraq;
2. Support the Sector Outcome Teams (SOTs)/UNDAF PWGs and other UN technical working groups on data management and analysis;
3. In consultation with the UNCT, identify and manage data and information on agreed-upon context specific indicators for Iraq and support the development of inter-agency mechanisms for data collection as needed;
4. Prepare analytical reports in consultation with the UNCT working groups and NGO partners and ensure their timely dissemination for evidence-based programming;
5. Facilitate UNCT and NGO partners in generating agreed-upon values for data with discrepancies;
6. Design thematic databases, as requested by UNCT and UNAMI;
7. Prepare and regularly update maps as requested by UNCT and UNAMI;
8. Design and support the production of UNCT and UNAMI reports and documents;
9. Lead the Interagency Information Analysts Group composed of members from the UNCT and ad hoc members from NGOs to serve as a forum for information sharing;
10. When requested, provide data and evidence-based analysis to support and enhance advocacy efforts of the UNCT, the Inter-Agency Advocacy Working Group and SOTs/ UNDAF Priority Working groups;
11. At the written request of agencies, provide technical assistance in support of agencies' programmes with the Government of Iraq's Central Office for Statistics and the Kurdistan Regional Statistical Office.

Deliverables:

- Website including information portal and online repository of humanitarian and development indicators and analytical reports produced by UNCT, UNDAF PWGs, UNAMI, government and non-government partners updated on a regular basis
- Regularly updated maps (Iraq reference map, UN presence map, vulnerability maps etc) and any thematic maps as needed.
- Databases maintained on situational and programmatic indicators (3Ws and EmergencyInfo) and databases to facilitate the work of UNCT and UNAMI developed
- Publications (including reports, briefings, fact sheets, presentations) to support the work of UNCT and UNAMI

Composition of IAU:

The IAU comprises the staff in the organigram as approved by the IAU Steering Committee.

The IAU works with nominated staff from UN agencies and NGOs who act as focal points within the Unit. They participate in monthly meetings, provide technical guidance and engage in inter-agency information and analytical initiatives. Participants include UNAMI, OCHA, WFP, UNFPA, UNICEF, UNDP, UNESCO, IOM, UNHABITAT, WHO, ILO, NCCI, Mercy Corps and iMMAP.

At the request of UN agencies, the IAU will set up technical committees to validate technical and advocacy issues in projects. Any member agency can propose the establishment of a technical committee and participate. The Steering Committee will be kept informed of the activities of the technical committees.

Reporting:

The Head of the IAU reports to the Head of the Resident Coordinator's Office and receives strategic guidance from the IAU Steering Committee which is chaired by the DSRSG/RC/HC and is comprised of seven UNCT representatives (UNICEF, UNDP, UNFPA, WFP, UNESCO, WHO and OCHA).

Key Responsibilities of the IAU Steering Committee:

The IAU Steering Committee will provide strategic direction, guidance and priorities to the IAU and mobilize capacity and resources to accomplish its underlying roles and responsibilities. The IAU Steering Committee will meet on a quarterly basis or as needed and will undertake the following tasks:

1. Approve IAU Terms of Reference (initial approval / future amendments)
2. Determine overall IAU yearly priorities
3. Approve the IAU annual work plan
4. Clear all major inter-agency analytical products and IM tools, after technical approval by requesting agency
5. Ensure necessary inter-agency resources and capacity are made available to implement work plan
6. Ensure full-time (core) Information Management and Analyst staff contribution (currently UNAMI, OCHA and UNFPA), particularly in preparation for the transition when OCHA withdraws
7. Determine location and slot allocation for IAU international staff in Iraq