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Terms of Reference

Humanitarian Information Management (IM) Consultant (Short-term)

Position: Humanitarian Information Management (IM) Consultant – Short-Term

Contracted by: CARE Philippines (on behalf of PINGON)

Host Network: Philippine Inclusive NGO Network (PINGON)

Donor: Funded by ECHO (European Civil Protection and Humanitarian Aid Operations)

Duration: Until December 31, 2025 (renewable based on need, funding availability, performance)

Level of Effort: Full-time (preferred) or 80% time by agreement (66 days)

Location: Hybrid – Quezon City base with field travel as needed

Reports to:

- **Technical Oversight:** PINGON Humanitarian Coordination Working Group (HCWG) Lead
- **Administrative Supervision:** CARE Philippines Country Director

Coordination with: PINGON Secretariat

Purpose

To ensure rapid and reliable information management for coordinated humanitarian response among PINGON members and partners.

The consultant will:

- Lead information collection and sharing
- Consolidate assessments into a usable **Common Operating Picture (COP)**
- Produce and manage **Humanitarian Flash Updates**
- Support day-to-day information coordination across the network

Scope of Work

A. Coordination and Information Flow

- Maintain up-to-date PINGON 5W tracker and contact list
- Implement responsible data sharing protocols

B. Analysis & Common Operating Picture (COP)

- Aggregate members and external assessments
- Produce COPs with gap maps, response trackers, decision briefs
- Maintain data repositories with clear documentation

C. Flash Updates & Coordination Support

- Draft Flash Updates (≤1 page), visuals, and talking points
- Take coordination meeting notes, track actions, escalate blockers
- Support After-Action Reviews (AARs) and lessons learned

D. Capacity Building

- Deliver short trainings and coaching for IM focal points, as needed
- Curate and share templates, guides, and resource materials

Required Profile

Experience

- 3–5+ years in humanitarian information management, M&E, or coordination
- Proven ability to deliver sitreps, dashboards, and visuals under pressure

Core Competencies

- Strong analysis, visual storytelling, and clear writing
- Inclusive coordination across diverse stakeholders

- Ethics, safeguarding, and gender-sensitive data management

Contracting, Budget & Logistics

- **Contracting Agency:** CARE Philippines on behalf of PINGON
- **Donor:** ECHO
- **Duration:** Until December 31, 2025
- **Costs Covered:** Consultant fees, comms, local travel, workshops, software licenses (e.g., Power BI Pro)
- **Equipment:** Consultant to use CARE-issued laptop; CARE/PINGON provides system access

Tax Compliance

- Consultant must issue an official receipt or acknowledgement receipt and comply with national tax laws.

Safeguarding

- CARE is committed to creating a diverse and inclusive environment. We recognize that our strength comes from the different perspectives and backgrounds of our staff. We actively encourage applications from women, people of diverse Sexual Orientation, Gender Identity and Expression (SOGIE), and persons with disabilities.
- CARE is committed to protecting at-risk adults and children from sexual harassment, exploitation, and abuse, as well as from neglect or physical and emotional abuse by any CARE employee or related personnel. CARE has a zero-tolerance policy for any form of abuse. We expect all employees and related personnel to uphold these principles and help create a respectful and supportive environment.
- CARE participates in the Inter-Agency Misconduct Disclosure Scheme. As part of this, we will request information from a candidate's previous employers about any findings of sexual exploitation, sexual abuse, or sexual harassment during employment, or incidents under investigation when the candidate left employment.
- All employment offers from CARE depend on satisfactory references and appropriate screening checks. By applying, you confirm that you understand these recruitment procedures.