

## Information Manager- Terms of Reference

**Position:** Information Manager

**Location:** This role is primarily based in Ukraine but Crown Agents will try to accommodate individual circumstances where possible.

**Background:**

### About Crown Agents

Crown Agents is a high impact social enterprise passionate about transforming the future for millions of people. Since our creation in 1833 we have worked across the globe to improve public services and drive economic growth. Our expertise is finding new solutions to difficult problems for clients in the areas of health, governance, economic growth, humanitarian action, and supply chain services. We work with and train leaders at local, national and international level to achieve lasting change drawing on our insight and experience.

### The UBS Optimus Foundation Children's Resilience Fund

The Children's Resilience Fund is a Crown Agents International Development partnership with UBS Optimus Foundation established to meet the continued emerging needs of the people of Ukraine following the Russian invasion on the 24<sup>th</sup> February 2022. Created as a recognition of the need to develop a flexible and adaptive fund to ensure civilian-led operations on the ground, the aim is to support Civil Society Organisations (CSOs) in Ukraine to respond, scale-up, and navigate the current crisis. Together, Crown Agents and UBS Optimus Foundation propose to extend their fund management and capacity building services to roll out and deliver a fund management project to support Ukraine civil society organizations to effectively respond to the accelerating humanitarian need and establish a Fund that builds the resilience of children to withstand unpredictability.

Crown Agents uses UNICEF's definition of child protection as the prevention and response to violence, exploitation and abuse of children in all contexts. This includes reaching children who are especially vulnerable to these threats, such as those living without family care, on the streets or in situations of conflict or natural disasters.

Crown Agents also uses UNICEF's definition of children's resilience as the ability to withstand threats or shocks, or the ability to adapt to new livelihood options, in ways that preserve integrity and that do not deepen vulnerability. The resilience of a household is related to the available resources (e.g. financial, assets, human capital, social resources etc.) and household's ability to use these resources (e.g. access to markets, access to public services and social protection).

Crown Agents is looking to fund several Ukrainian civil society organisations to carry out projects which support the objectives of the fund. Each project is expected to take place over a maximum of 6 months, with the possibility of extension, a grant amount between minimum £20,000 and maximum £75,000 per project.

### Scope of Work:

The Information Manager will:

- Work closely with the Fund Director, Head of MEL, and the rest of the project team as well as partners.
- Be responsible for leading the programme information gathering, which includes ensuring the programme theory of change and results framework remain updated in line with any changes to the strategic approach during the implementation phase.

- Ensure we have an effective monitoring system running throughout the implementation phase, grants management system and reporting frameworks are up-to-date and feed through. Provide management and supervision to all information gathering activities of the project. This will include technical oversight of CSO baseline and endline surveys, CSO feedback surveys, lessons learned template, and the development of case studies.
- Ensure that monitoring data and lessons learned feed into discussions relating to the improvement of the grant function and achievement of programme objectives to enable effective adaptive management.
- Keep to designated timelines for milestones and reports to be submitted, ensuring the quality and accuracy of technical information provided as well as the confidentiality of collected information.
- Take a leading role (working closely with the Fund Director) on collating the MEL information required for client reporting and results framework updates.
- Lead on the development and support of the dissemination of learning products, as required.
- Provide mentoring and support to members of the team, as appropriate.

### **Essential Requirements**

- Master's degree
- Minimum of 7 years professional experience, with at least 5 years in MERL.
- Deep technical knowledge and understanding of MERL, including results frameworks and theory of change
- Experience of qualitative and quantitative survey design, data collection and analysis
- Good understanding of adaptive management

### **Desirable Requirements**

- Fluency in Ukrainian
- Prior experience working in Ukraine
- Prior experience working with civil society organisations
- Prior experience working on grant fund management programmes

Ukrainian nationals are strongly encouraged to apply.

### **Reporting**

- The MERL Adviser will report directly to the Head of MERL.

### **How to Apply**

Candidates should submit the following documents:

- CV
- Cover Letter
- Sample of written work
- Two referees

### **Other Obligations**

The nature of Crown Agents' engagement in Ukraine means that information and discussion essential to the engagement may be highly sensitive, both commercially and operationally. All personnel employed on this programme have a commitment to maintain the highest standards of confidentiality, behaviour and performance. This includes full compliance with all the requirements of their personal contracts as well as those defined in the programme Staff Handbook.

### **Deadline for Submission**

This is an urgent recruitment, and we will therefore review CVs on a rolling basis.

This job posting summarises the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.