



Terms of Reference

Refugee Information Management Working Group - Moldova

Background:

In general, the coordination of information management and needs assessments in humanitarian situations is vital for:

1. Prompt and predictable responses
2. Evidence-based decision-making
3. Utilizing the information collected to the fullest extent possible
4. Avoiding duplicated or redundant data collection
5. Maximizing the efficiency of spending on information management and needs assessments

The RIMWG coordinates information management activities at the inter-agency level between partners in refugee operations within the context of the sector coordination groups in Moldova at the country level.

Purposes of the RIMWG:

1. To systematically share information on an inter-sectoral basis between organizations working on the refugee response in Moldova, including activities and achievements, reports, statistics, maps, assessments and other information products.
2. To coordinate from an inter-sectoral perspective the establishment and management of monitoring systems and other information systems.
3. To provide a forum for planning, undertaking and carrying out multi-sector and interagency assessments.
4. To provide a forum for discussions of data quality, data collection methodologies and technical data issues.
5. To analyze inter-sectoral data. Relevant actors should be invited to participate around thematic analysis.
6. Promote harmonization of codes and standards for e.g. locations, population types, and other datasets to facilitate comparison of data from various sources

Participation & Frequency:

Humanitarian and government actors working on the refugee situation in Moldova are welcome to attend, including:

- Government
- Local NGO Partners
- International NGO Partners
- UN and other International Agencies



Each organization is invited to send one or two information management focal points to attend the RIMWG meetings. The meetings will be coordinated and chaired by UNHCR and co-chaired by IMPACT Initiatives.

Technical support from academic and research institutions may also be sought on an ad-hoc basis. Regular RIMWG meetings are held every two weeks on Thursday, alternating between fully online and hybrid in-person/online. Further discussions, coordination and information sharing take place via the RIMWG email mailing list and through the [RIMWG's dedicated page on the Operational Data Portal](#).

Working Group Activities:

Working collaboratively, the RIMWG will undertake the following activities:

1. Supporting the development of an assessment strategy for a coordinated needs assessment approach
2. Reviewing of data collection, processing, analysis and dissemination methodologies and forms from a technical perspective on request
3. Establishing and maintaining a validated bank of base line data and secondary data
4. Analyzing information from a cross-sectoral standpoint with relevant actors to for joint analysis and a common operational picture
5. Disseminating information and exchanging analyzed as well as unprocessed data between organizations and promote common platforms for dissemination
6. Reviewing content on the web portal and advocate for its use.
7. Coordinating of information management initiatives and harmonizing IM systems and needs assessments where possible
8. Provide IM technical support to, and present work done in The Inter-Sector Coordination Group.
9. Evaluate the need for, and establish if deemed necessary, sub working groups on thematic IM initiatives such as Geographic Information Systems (GIS), population estimation, and needs assessment/monitoring design and analysis. Sub-working groups can be time limited based on need.
10. Other information management activities, as required

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