



DATA PORTAL ON PEACEBUILDING AND RECOVERY

TERMS OF REFERENCE – INSTITUTIONAL FOCAL POINTS

The goal of the **Data Portal on Peacebuilding and Recovery** (URL is <http://portal.mtot.gov.ua/>) is to serve as a coordination tool to help map and monitor national and international programming and progress on peacebuilding and recovery. The Data Portal provides a web-based, geocoded, and transparent information-sharing mechanism for both national and international actors to support peacebuilding and recovery strategy and programming. The following terms of reference (TORs) provide a brief overview of the roles and responsibilities of **Portal Focal Points (PFPs)** identified/nominated within key national and international partner institutions as part of the Portal's community of practice.

Role of Portal Focal Points: The role of the institutional Focal Points is to promote the efficiency, effectiveness and impact of the Portal through quality control of data entry, promoting broad usage of the Portal, and providing ongoing feedback to Portal Partners (MTOT, WB, and UN) for continuous improvements.

Key Responsibilities: PFPs will be engaged in the following types of activities related to Portal development and dissemination:

- Take part in brief **trainings and information sessions** on the Portal and data management.
- **Manage quarterly data inputs** to the Data Portal from their institution. Through foundational training, PFPs will also be accredited to serve as Portal Administrators.
- Facilitate **outreach and dissemination** efforts within their organization on the Portal to promote usage and impact.
- In order to improve Portal functionalities, **share experience and discuss challenges** related to the Portal with the Portal Partners on an ongoing basis, and agree on new functionalities for optimal usage.
- Take part in **annual/bi-annual meetings of the Data Portal Community of Practice**.
- Coordinate and communicate with MTOT and the other PFPs as required.

Time commitment of the PFPs will be kept to a minimum with a focus on foundational training and then regular but brief check-ins/updates over time.

Identification/Profile of Focal Points: MTOT with the World Bank and United Nations, will request heads of relevant institutions (including Ministries, regional/local authorities, bilateral and multilateral development agencies; humanitarian partners, think tanks) to identify PFPs to work as part of the broader Portal Community of Practice. Identified focal points will also be given enhanced administrator rights/certification following initial training. Technical skills in data management are NOT required. Most importantly, the PFPs should have the ability to mobilize/access the relevant data and stakeholders to promote the Portal's information sharing and monitoring functions.