

RDC - GOMA

EBOLA OPERATION

OCHA Information Product and Service Catalogue

United Nations Office for the Coordination of Humanitarian
Affairs (OCHA),

May 2019

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Information Products

KPI Outcome & Impact Monitoring

Description A list of pre-established and agreed Key Performance Indicators from all the commissions derived from the Strategic Response Plan.

Purpose It's an outcome monitoring visual aiming at assessing performance, as well as at providing record information for donors, partners and institutions to support analysis against the Strategic Response Plan.

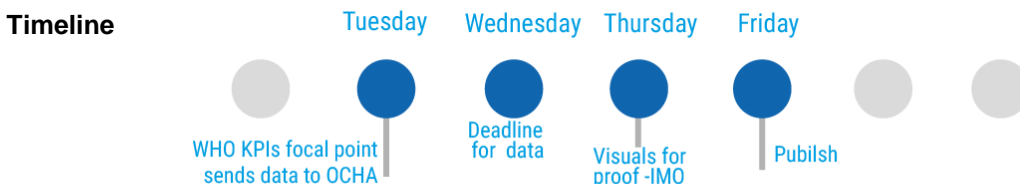
Frequency **Weekly:** Publication made no later than Friday of the next week.

Audience Multiple audiences with different needs. The primary audience includes the sous-coordination, the EOC for operational purpose and Comité National de Concertation at national level for operational purpose. Other important audiences include Donors, civil society organizations, affected people, the media, the private sector and the general public at large.

Focal point OCHA IMO at sous-coordination (Butembo, Beni, Bunia, Goma, EOC etc)

Format An illustrator template and published on pdf A4 and A0

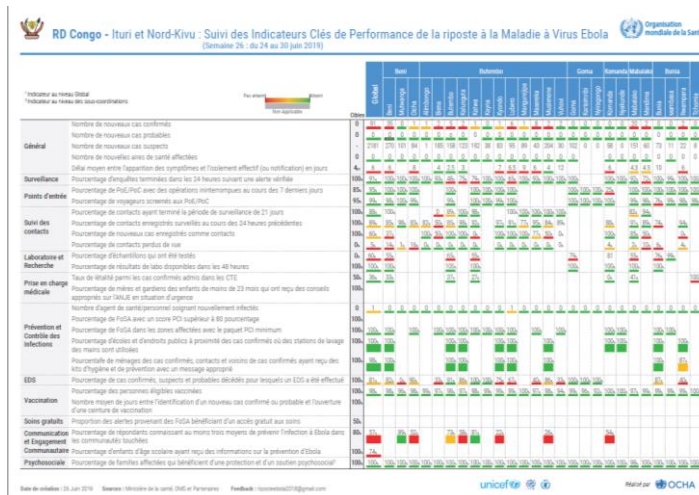
Content The predefined KPIs from Commissions



Drafting The Information Management Officer at the sous coordination level and the IMO focal point at the EOC take data prepared by the WHO KPIs focal point for graphics and layout.

Clearance The Sous-coordinator and the EOC general coordinator

Distribution Reliefweb, Google distribution list, Mailchimp
 IMO's send copies to UNHAS to put in its flights going to Ituri and North Kivu.



Activities Monitoring

Description Qualitative operation-driven document intended to support the coordination of Ebola response at the three levels: sous coordination, EoC and CNC. It emphasise on gaps at activity and health zone level.

Purpose As an operation-driven tool, it helps taking informed decision. Output monitoring aims at prioritizing ‘non-operational’ activities for remediation, and at providing a qualitative analysis to be triangulated with outcome monitoring. Data are obtained through a questionnaire-based interview and the support of sporadic field visits to assess accountability of responses given. Key informants are selected among coordinators of response activities as well as technical experts involved in the activities.

Frequency **Weekly:** Publication made no later than Friday of the next week.

Audience Multiple audiences with different needs. The primary audience includes the sous-coordination, the EOC for operational purpose and Comité National de Concertation at national level for operational purpose.

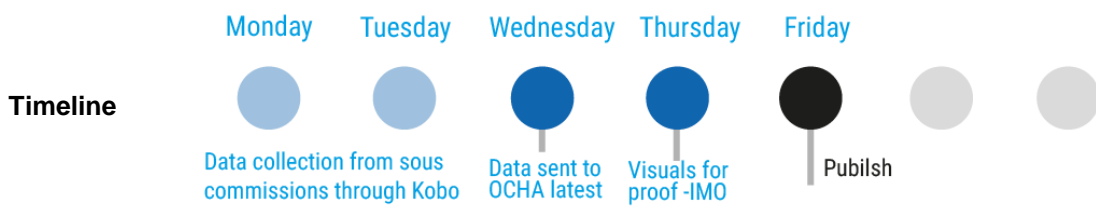
Other important audiences include Donors, civil society organizations, affected people, the media, the private sector and the general public at large.

Focal point OCHA IMO at sous-coordination (Butembo, Beni, Bunia, Goma, EOC etc)

Format An illustrator template, published on pdf A4 and printed on both A4 and A0

Content The output monitoring is composed of: a list of essential activities broken down by response ‘pillars’ (e.g. surveillance, IPC, case management) monitored against a series of pre-established criteria (attachment 2) to define their implementation status as: ‘operational’, ‘partially operational’ and ‘non- operational’, according to a specific set of criteria.

RD Congo - Ituri et Nord-Kivu : Suivi des activités des commissions engagées dans la riposte contre la Maladie à Virus Ebola (Semaine 20 - du 13 au 19 mai 2019)



Drafting The Information Management Officer at the sous coordination level and the IMO focal point at the EOC prepare the visuals in the template already shared.

Clearance The Sous-coordinator and the EOC general coordinator

Distribution Reliefweb, Google distribution list, Mailchimp
IMOs send copies to UNHAS to put in its flights going to Ituri and North Kivu.

Ebola Response Dashboard

Description The dashboard comprises of a number of selected of indicators that focus on the essential. It is succinct and decisive.

Purpose It is one pager decision-making tool that helps to assess a situation, guides decisions, supports to communicate facts and motivates objective monitoring.

Frequency **Weekly:** Publication made no later than Friday of the next week.

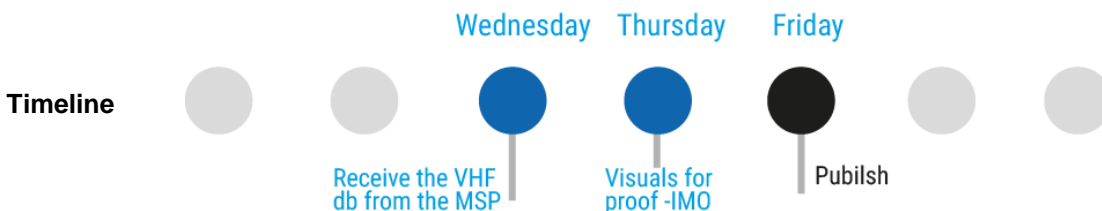
Audience Multiple audiences with different needs. The primary audience includes the sous-coordination, the EOC for operational purpose and Comité National de Concertation at national level for operational purpose.

Other important audiences include Donors, civil society organizations, affected people, the media, the private sector and the general public at large.

Focal point OCHA IMO at sous-coordination (Butembo, Beni, Bunia, Goma, EOC etc)

Format An illustrator template, published on pdf A4 and printed on both A4 and A0

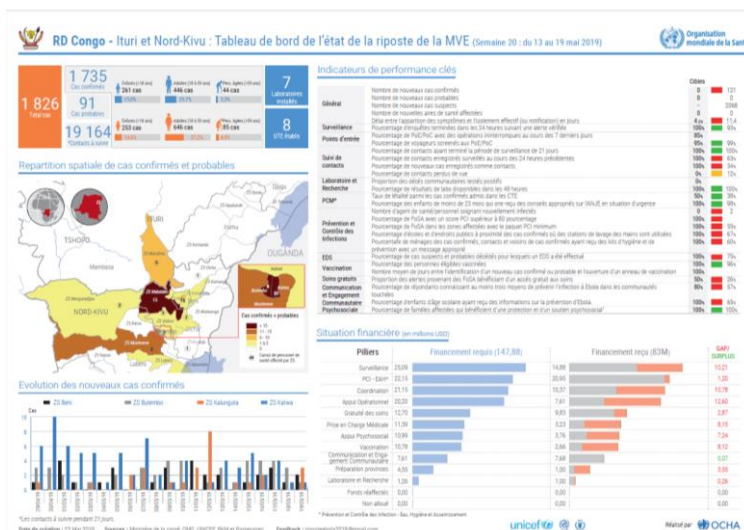
Content The content includes data on surveillance, KPIs, funding information to give a broad view of the situation



Drafting The Information Management Officer at the sous coordination level and the IMO focal point at the EOC prepare the visuals in the template already shared.

Clearance The Sous-coordinator and the EOC general coordinator

Distribution Reliefweb, Google distribution list, Mailchimp
IMOs send copies to UNHAS to put in its flights going to Ituri and North Kivu.



Funding Update

Description The funding flux, a one-pager product showing the Ebola SRP funding status.

Purpose Provides key figures on funding and equally shows funding progress within and across commissions and organizations as well.

Frequency **Monthly:** Publication made along others information products

Audience Multiple audiences with different needs. The primary audience includes the sous-coordination, the EOC for operational purpose and CNC at national level for operational purpose.

Other important audiences include Donors, civil society organizations, organizations, affected people, the media, the private sector and the general public at large.

Focal point OCHA IMO at sous-coordination (IMO focal point EOC)

Format Infographic. A4 Portrait. Prepared in illustrator. Published in Adobe Acrobat. Language(s): French

Content Financing, donors, recipient organizations

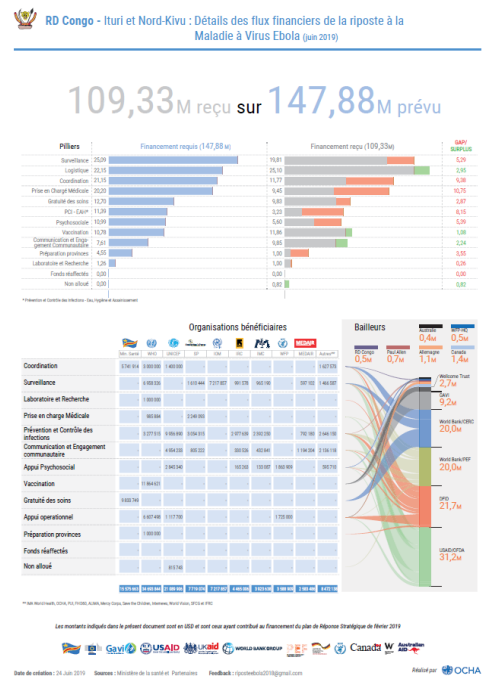
Trigger When needed

Drafting The Information Management Officer at the sous coordination level and the IMO focal point at the EOC prepare the visuals in the template already shared.

Clearance World Bank and the EOC general coordinator

Distribution Reliefweb, Google distribution list, Mailchimp

IMOs send copies to UNHAS to put in its flights going to Ituri and North Kivu.

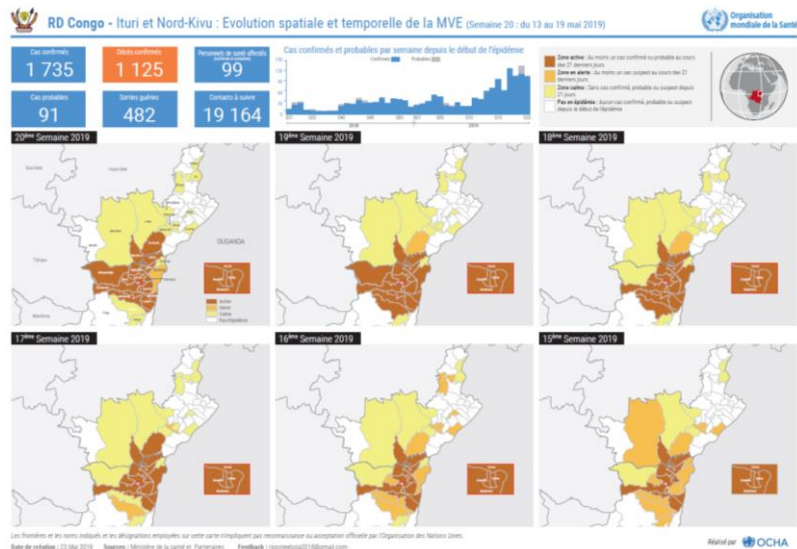


EVD Spatial Evolution

Description It shows the spatial evolution of the virus in the Ituri and North Kivu

Purpose The one pager visual, provides the evolution of the virus over the period of the last six weeks

Frequency **Weekly:** Publication made no later than Friday of the next week.

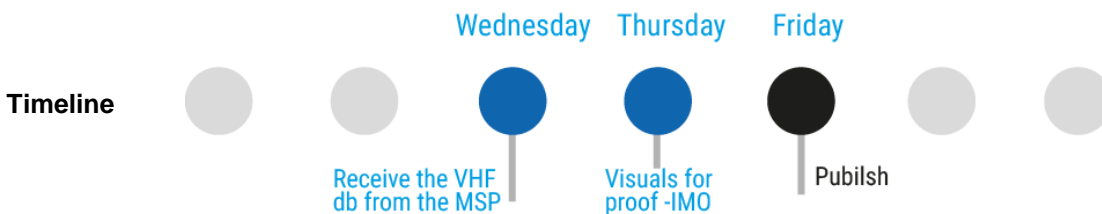


Audience Multiple audiences with different needs. The primary audience includes the sous-coordination, the EOC for operational purpose and Comité National de Concertation at national level for operational purpose. Other important audiences include Donors, civil society organizations, affected people, the media, the private sector and the general public at large.

Focal point OCHA IMO focal at EOC

Format An illustrator template, published on pdf A4 and printed on both A4 and A0

Content The content includes number of cases over the last six weeks of EVD



Drafting The IMO focal point at the EOC prepare the visuals in the template already shared.

Clearance The Sous-coordinator and the EOC general coordinator

Distribution Reliefweb, Google distribution list, Mailchimp
IMOs send copies to UNHAS to put in its flights going to Ituri and North Kivu.

EVD Input Monitoring

Description The input monitoring is composed of key numbers on assets and resources (e.g. stocks, supplies, transportation, communication, vaccines, teams etc....) and mapping of the number and the roles of human resources

Purpose The products aims at identifying gaps, offering an overall visualization of the situation, providing a recording system/tracking of main assets utilized in the response for future planning and accountability.

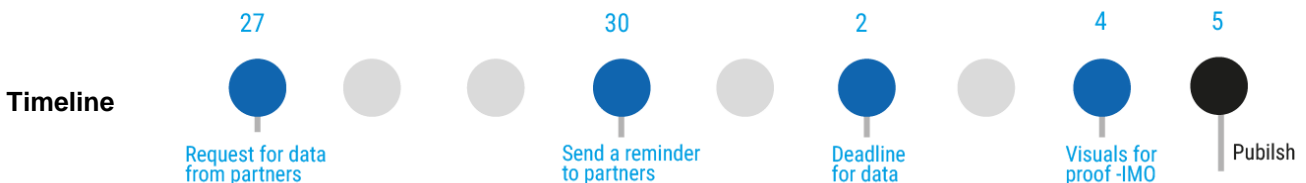
Frequency Monthly

Audience Multiple audiences with different needs. The primary audience includes the sous-coordination, the EOC for operational purpose and Comité National de Concertation at national level for operational purpose.
Other important audiences include Donors, civil society organizations, affected people, the media, the private sector and the general public at large.

Focal point OCHA IMO at EOC Goma level

Format An illustrator template, published on pdf A4 and printed on both A4 and A0

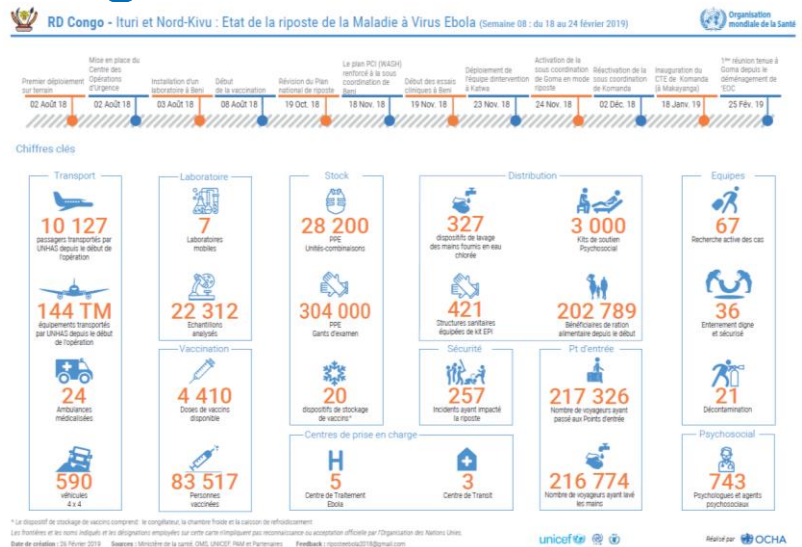
Content Commissions, Health zones and organizations



Drafting The Information Management Officer at the EOC Goma prepare the visuals in the template already shared.

Clearance EOC general coordinator and agencies

Distribution Reliefweb, Google distribution list, Mailchimp
IMO's send copies to UNHAS to put in its flights going to Ituri and North Kivu.



Meeting Calendar

Description A one-page product which provides an overview of all meetings scheduled in a month

Purpose Provides information on meeting venues, timing and focal points.

Frequency Monthly

Audience Commissions, Agencies, Sous-coordination, Coordination

Focal point OCHA IMO at sous-coordination (Butembo, Beni, Bunia, Goma, EOC, etc)

Format Infographic. A4 Portrait. Prepared in Excel. Published in Adobe Acrobat. Language(s):

Content Commissions, Health zones and organizations

Timeline When needed

Drafting The Information Management Officer at the sous coordination level and the IMO focal point at the EOC prepare the visuals in the template already shared.

Clearance The Sous-coordinator and the EOC general coordinator

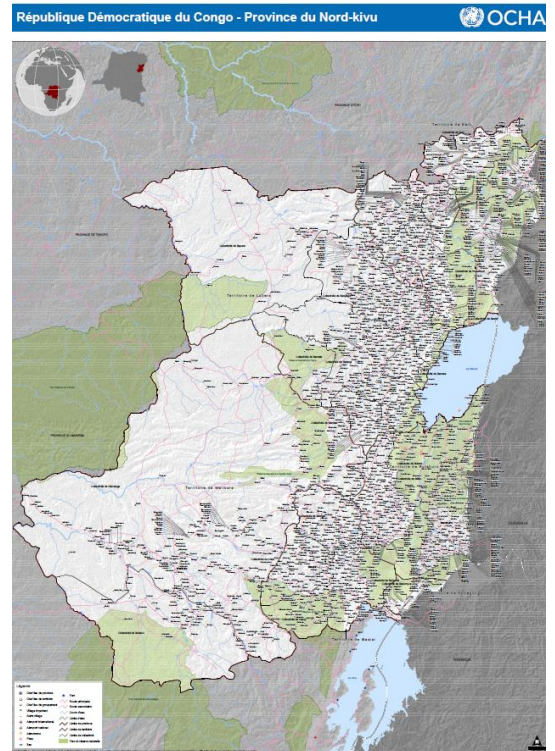
Distribution Google distribution list, Mailchimp

RD Congo - Nord-Kivu - Sous Coordination de Butembo - Calendrier des réunions - juillet 2019

	Butembo	Alimbongo	Biema	Butembo	Kalunguta	Katwa	Kayna
	Meeting Coordination - 1st of July, 19:00 Meeting Coordination - 1st of July, 19:00 Room: Butembo Email: butembo@unhcr.org Tel: +243 91 91 91 91		Meeting Coordination - 1st of July, 19:00 Lieu: Biema, Centre de Zone de Santé Room: Butembo Email: biema@unhcr.org Tel: +243 91 91 91 91	Meeting Coordination - 1st of July, 19:00 Lieu: Butembo, Centre de Zone de Santé Room: Butembo Email: butembo@unhcr.org Tel: +243 91 91 91 91	Meeting Coordination - 1st of July, 19:00 Lieu: Kalunguta, Centre de Zone de Santé Room: Kalunguta Email: kalunguta@unhcr.org Tel: +243 91 91 91 91	Meeting Coordination - 1st of July, 19:00 Lieu: Katwa, Centre de Zone de Santé Room: Katwa Email: katwa@unhcr.org Tel: +243 91 91 91 91	Meeting Coordination - 1st of July, 19:00 Lieu: Kayna, Centre de Zone de Santé Room: Kayna Email: kayna@unhcr.org Tel: +243 91 91 91 91
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Reference Maps and Thematic Maps

Description	The reference and thematic maps provide all essential baseline information regarding administrative boundaries transportation, hydrology, vegetation, schools, health structure and other relevant information of the affected provinces
Purpose	Provides information of the countries administrative data and infrastructure, as well as thematic analysis
Frequency	According to changes
Audience	MoH, agencies, donors, the media and the general public at large.
Focal point	OCHA Information Management TEAM



Format	Prepared in ArcGIS and Illustrator. Published in Adobe Acrobat. Language(s): French
Content	Common Operational Datasets and thematic data
Drafting	Drafted by EOC Goma's IM focal point
Proofreading	Initial proofreading by IM Team leader and secondary proofreading by client
Clearance	NA
Distribution	Google distribution list, Mailchimp and Clients

Information services

List of Partners

Description The Partners' List (PL) is a constantly updated database of contact details for EVD response partners, observer agencies and other important stakeholders, including individual focal points for different areas of work, collected to both facilitate communication among agencies and the work of the Strategic Planning Cell.

Prénoms	Noms	Rôle	E-mail	Téléphone
Dr	Djemise	Ganga	gangjyema@gmail.com	+243814 654 570
Dr	Christian	Malu wa Malu	christianmalu10@gmail.com	+243816 655 011
Dr	Daniel	Mukadi	dmukadi@gmail.com	+243812 965 243
Dr	Fabrice	Mambo	marbambabac@gmail.com	+243854 684 837
Dr	Franck	Muhindo Filari	franck@gmail.com	+243997 294 038
Dr	German	Omanku	german@internationalmedicalcorp	8221950851
Dr	Adress	Nwanya Masole	adressnwa@gmail.com	+243997 623 081
Dr	Tony	Byamungu Mungeto	byamungu@uncf.org	+243999 098 668
Dr	Dibiche	Matafy	ibcengumba@gmail.com	+243812 180 331
Dr	Michel	Sakata	sakataami-hel@gmail.com	+243822 747 441
Dr	Conde	Saka	dylikansaka@gmail.com	+243824 828 754
Dr	Gisela	Kilomba Zaka	giselazaka2019@gmail.com	+243994 696 399
Dr	Enoch	Muhindo Valayaire	muhindovalayair@gmail.com	+243996 680 857
Dr	Glonette	Sifa Masalya	victoriezu@gmail.com	+243997 328 318
Dr	Césarine	Mapendo Masini	cesmap2016@gmail.com	+243990 551 912
Dr	Manus	Anani Esulho	manusanani@gmail.com	+243993 233 826
Dr	Muzafalu	Seryonga	kingmuzafalu@yahoo.com	+243971 721 977
Dr	John	Mumbere	a	+243990 847 635
Dr	Zoumana	Quattara	zouman@yahoo.fr	+243625 644 271
Dr	Robert	Matasi Menga	robertmakasi@rescue.org	814805236
Dr	Mmahana	Sangani	maangani@internationalmedicalcorp	899436045
Dr	Jaiema	Hday	jaiemaday@outlook.fr	811346390
Dr	Sylas	Musema	musemaywa@gmail.com	823781712
Dr	Samuel	Maamba Muhindo	muhindosamuel@gmail.com	994264836
Dr	Gaston	Takapenda	tabapenda@gmail.com	(vide)
Mme	Thethe	Ngaaka	thathenganga@gmail.com	+243828 965 977
Mme	Vinciane	Sikakaika Eshighlana	vincianeshigh@gmail.com	+243970 282 429
Mme	Roberte	Maisha Matamba	robertebeni@gmail.com	+243878 856 368
Mme	Miralle	Bashengezi Mango	mangomirad@yahoo.fr	robertebeni@gmail.com (E-mail)
Mme	Oliva	Bulabula Sakina	olivasbulabula@gmail.com	+243994 517 200
Mme	Josephine	Mathie Kizodi	ja	+243994 337 271
Mme	Expérance	Tigantwa Basamak	basimakeesperance@gmail.com	+243970 257 878
Mme	Rosa	Kahondo Kisaka Ngondo	jemmatikasakangondo@gmail.com	+243994 948 662
Mme	Liliane	Kaina Fikema	lilianefikema@gmail.com	+243994 030 617
Mme	Belinda	Kwaetho	belindakwaetho@gmail.com	+243991 174 062
Mme	Helena	Sitasa	helenasitasa@gmail.com	8239966528
Mme	Yolanda	Rooverwa Mbatuli	rooverwa@gmail.com	

Purpose Provides up-to-date contact lists to the EVD partners. The list can be composed from contacts provided by the MoH, existing coordination mechanisms, organizations working in the response, etc. As for the 3W, the PL will provide also where individual responders are geographically based to facilitate coordination.

Frequency Updated continuously. Checked weekly.

Audience Ministry of Health, Sous-coordination, General Coordination, agencies, donors, and partners

Focal point OCHA IMO at sous-coordination (Butembo, Beni, Bunia, Goma, EOC etc)

Format Access db, Excel published on pdf A4

Content Contact information (name, organization, job title, email address, phone number, location)

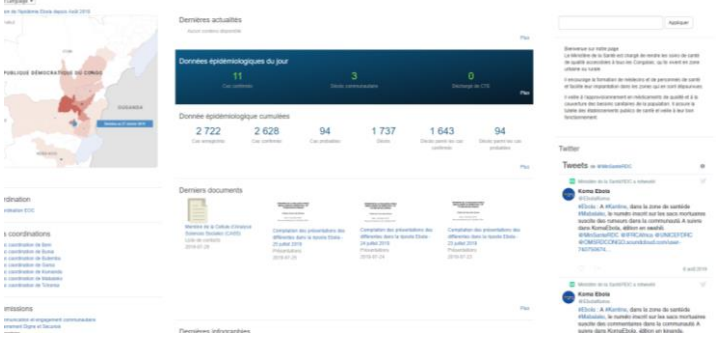
Timeline SOP

Drafting Not applicable

Clearance SOP

Distribution Google distribution list, Mailchimp

EVD response Website (under construction)

Description	Information sharing and coordination platform, documentation repository for the Ebola operation	
Purpose	Provides operational information adapted to the sous-coordination specific context	
Frequency	Updated continuously. Checked weekly.	
Audience	Public: Ministry of Health, Sous-coordination, General Coordination, agencies, donors, and partners	
Focal point	OCHA IM team	
Format	Online. Language(s): French, Kiswaheli published concurrently	
Content	Upcoming meetings, contacts, documents, assessments, maps	
Location	NA	
Management	SOP	
Quality Control	The IM team Leader is responsible for maintaining the site and updating the content if and when needed.	
Promotion	Links includes in email signatures of all MoH and OCHA staff	