

## Terms of Reference

### REACH UKRAINE ASSESSMENT OFFICER

#### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme ([UNOSAT](#)). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

**We are currently looking for a REACH Assessment Officer to support our REACH Ukraine team based in Sloviansk, Ukraine.**

**Department:** REACH  
**Position:** REACH Assessment Officer  
**Contract duration:** 6 months  
**Location:** Sloviansk

## COUNTRY PROFILE

In May 2017, the Ukraine conflict opposing the Ukrainian Government and non-state armed groups in the Donetsk and Luhansk regions entered its third year. The 400-km contact line separating the warring factions continue to experience hundreds of daily ceasefire violations often provoking both military and civilian casualties. As of May 2017, the conflict has killed more than 10,000 people. According to the Ministry of Social Policy more than 1.7 million people were displaced because of the war and have resettled away from conflict areas in Ukraine and non-government controlled areas, in Russia and other neighbouring countries. The crisis in Ukraine is currently marked by regular spikes in fighting in strategic high density urban areas in Avdiivka, Popasna, Stanitsa Luhansk and Mariupol the challenges facing IDPs after three years of displacement and the limited access to the large population residing in non-government areas.

ACTED and REACH in Ukraine was initially deployed in 2015 to support the shelter cluster implement a comprehensive shelter/NFI assessment in the two regions affected by active conflict and neighbouring regions who received the largest numbers of displaced persons. An additional deployment for UNICEF analysed WASH and education challenges in the Donetsk and Luhansk. In 2016 REACH was requested to support the humanitarian country team (HCT) implement a comprehensive interagency vulnerability assessment looking at multisector needs in the same areas. This document was used to inform the humanitarian needs overview (HNO) and humanitarian response plan as the main the main source of info for evidence based emergency programming. Findings were quoted more than 30 times in these strategic documents and more than a dozen HRP projects used REACH data in their project justifications.

In 2017 in partnership with the major humanitarian actors REACH started the process of implementing an area based assessment understanding of the specific challenges facing settlements close to the contact line (within a 5km buffer). Through secondary data, key informants and remote sensing techniques REACH is analysing how people access critical services in insecure and hard to reach areas. To ensure that the methodology developed for the ABA and the information collected is used by local authorities, REACH will implement a capacity building program to enable local authorities to improve their ability to collect, store and visualize critical information for evidence based programming. In addition, REACH will implement a follow IAVA to evaluate if there have been major changes to humanitarian needs in the Donbas using a similar methodology as the IAVA. Finally, REACH will continue its activities under the IM hub through the provision of technical advice and capacity building activities.

For these programs, IMPACT is looking for an assessment officer for a duration of 6 months based in Sloviansk.

## POSITION PROFILE

The REACH Ukraine Assessment Officer will be based in Sloviansk with regular travels to Kyiv, working on projects relating to building local capacities in the area of information management for authorities affected by regular fighting. The project is composed of teams based in Kyiv and Sloviansk, supporting humanitarian actors and local authorities in the country, as well as partners, in identifying and address the specific needs of communities living close the contact line. This project will involve the management of a small local team based in the field who will be tasked to capitalize on existing ACTED and REACH tools for area based assessments to improve delivery of services and aid to communities along the contact line.

## FUNCTIONS

Under the supervision of the Country Focal Point based in Kyiv, Ukraine, the REACH Assessment Officer will be responsible with the support of two local national staff members for:

- A. Managing overall implementation of trainings and technical advice hubs in assessment, information management and GIS
  - Understanding of ABA methodology and approach to be able to build local capacity in implementing similar assessments for evidence based programming
  - Manage a team composed of a national field coordinator, and coordination assistant to ensure adequate consultation, communication and external relations with local stakeholders
  - Develop training curriculum for ABA implementation in locations further away from the contact line
  - Adjust IM\_Hub training content for delivery at local authority level
  - Liaise closely with the Data Analyst and Junior Data Analyst for improvement of existing IM platforms based on partner requests
  
- B. Ensure adequate liaison with partners, and authorities to ensure implementation of quality trainings based on local needs
  - Build a network of local authorities capitalizing on efforts during the initial phase of the ABA
  - Organize consultation meetings to clarifying capacity building needs for assessments, IM and GIS
  - Plan and organize with the support of a national field coordinator and coordination assistant 11 local level workshops of no more than 3 days each
  - Provide regular updates to key Government, non-government and UN stakeholders
  - Attend as required local coordination meetings to represent REACH in the field
  
- C. Coordinate all IM\_Hub activities and ensuring adequate reporting, monitoring and communication of project achievements
  - Lead continuation of IM\_Hub activities in three field locations of Severodonetsk, Sloviansk and Mariupol
  - Ensure adequate monitoring, reporting and communication of all IM hub activities
  - Provide suggestions for continuous improvement of the quality and relevance of capacity building efforts

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in international development, social sciences or any relevant qualification;
- At least 2 years of experience in information management in emergencies
- Previous experience in managing relationships with local Government authorities, preferably emergency services
- Previous experience in delivering capacity programmes preferably in emergency preparedness/disaster risk management or climate change adaptation
- Strong understanding of data structures, data collection methods and data visualisation tools
- Excellent Microsoft Excel skills (Pivot tables, formulas and preferably VBA)
- Basic understanding of other statistical processing package (R, Stata, SPSS, Tableau)
- Basic knowledge of GIS
- Excellent analytical and problem solving skills
- Excellent communication and drafting skills for effective reporting
- Excellent team working skills
- Good organizational, communication and interpersonal skills
- Ability to operate in a cross-cultural environment requiring flexibility
- Prior knowledge of the region an asset
- Fluency in English required
- Ability to think creatively in terms of tool and process development

## DESIRABLE

- An interest in web visualisation tools (such as D3.js, JavaScript, HTML, etc)
- Experience in database management systems (such as PostgreSQL, or SQL Server)
- Conversational knowledge of Russian/Ukrainian

## CONDITIONS

- Monthly living allowance
- Monthly food allowance
- Lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance

## HOW TO APPLY

Please send, in English, your cover letter, CV, and three references to [jobs@impact-initiatives.org](mailto:jobs@impact-initiatives.org)

Ref: 17/UKR/AO02

Please indicate the reference in the subject line of your email.

For more information, visit us at <http://www.impact-initiatives.org>