

Terms of Reference

REACH ASSESSMENT OFFICER FOR SYRIA, BASED IN JORDAN

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 the regional Syria team

Department: REACH
Position: REACH Assessment Officer
Contract duration: 6 months
Location: Amman, Jordan
Starting Date: ASAP

COUNTRY PROFILE

The dynamic and multi-faceted nature of the Syrian humanitarian crisis has created significant challenges for information management. The movement of over 9,7 million displaced persons (IDPs) within Syria and to neighboring Iraq, Jordan, Lebanon and Turkey, has stretched the humanitarian community's capacity to understand and meet the needs of conflict-affected populations. To respond to a crisis of such scale, timely and comparable information is required across Syria and its neighbouring countries. In this context, since 2013, REACH has been working closely in coordination with humanitarian clusters like the Camp Coordination and Camp Management Cluster (CCCM) and Protection Cluster as well as with other national and regional coordination mechanisms such as OCHA and Cash Based Responses Technical Working Group to address information gaps, and implement assessments that contribute to inform the humanitarian response. Overall, since the onset of the deployment, REACH has been involved in macro regional multispectral assessments, become part of the first Child Protection assessment done inside Syria, informed cash and voucher programming in northern Syria through monthly Market Monitoring Exercise and extended technical support to the CCCM Community Level IDP Tracking Project in Syria. More information can be found here: <http://www.reach-initiative.org/where-we-work/ongoing-field-presence/syria>

POSITION PROFILE

The REACH Syria Assessment Officer will be based in Amman, working on projects relating to Syria information gathering and needs assessments. The regional project is composed of teams based in Jordan, Lebanon, Kurdish region of Iraq and Turkey, supporting hub level humanitarian actors in all countries, as well as regional partners, in identifying and addressing information gaps to improve the Syria crisis response. The projects for Syria involve multiple components including multi-sector needs analysis, market monitoring, rapid assessments, household assessments, cluster support and mapping IDP tracking. The information is shared widely with humanitarian actors for strategic decision making and planning, operational programming and monitoring of response. The team is currently hiring an Assessment officer for the regional team to work closely with other assessment officers based in Jordan, Turkey, Lebanon and KRI to ensure the planning and completion of Syria assessments, including but not limited to research design, report, factsheet and output production, team management and coordination, sector and cluster engagement and strategic planning. The role requires a willingness to build upon and expand technical assessment skills as well as report writing and output production. The individual must have strong interpersonal skills given the need to interact with multiple internal and external stakeholders.

FUNCTIONS

Under the supervision of the Jordan Focal point, Regional Coordinator and IMPACT HQ in Geneva, the REACH Assessment Officer is responsible for the management and implementation of all REACH assessments relating to Syria, including their preparation, implementation and follow-up. He/she will also be responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of IMPACT in country and region, if relevant.

The REACH Assessment Officer shall be responsible for:

- In coordination with Country Director, design and implement REACH assessment strategy and methodology;
- Position of project focal point for a specific assessment, coordinating with regional teams where required;
- Management of REACH assessment staff to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;

- Coordinate and ensure timely data collection, analysis and, in partnership with GIS/Database team, mapping of datasets, ensure that all collected data are geo-referenced;
- Works closely with GIS/database team in country;
- Ensure the writing of timely and accurate assessment reports and factsheets;
- Keep track of all projects and programmes assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- Liaising with programme staff of other ACTED departments to ensure close coordination and information sharing is maintained;
- External representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups.

1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessments process

The REACH Assessment Officer is responsible for designing the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of all REACH and projects specific assessment activities conducted in country.

The REACH Assessment Officer shall manage logistics, financial, administration and HR processes directly related to REACH and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in all REACH interventions.

- Objective 1.2: Implementation

The REACH Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment, database and GIS tools with the REACH team. This will specifically include, with the GIS/DB team, designing of data collection tools; development or review of databases; contributing to GIS data collection procedures and mapping thereof through ARC GIS and other ESRI products in particular; and analysis of spatial and other information to contribute to reports and the like.

2. REACH REPORTING

The REACH Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports and briefs using standard formats. He/she will liaise with Geneva and Regional GIS/Database Specialists in order to represent data in interactive web map or static map format, as relevant.

The REACH Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information. He/she will ensure that assessment reports contribute to aid coordination and planning and add to the general base of field knowledge in the country for all organizations working in the areas.

The REACH Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among partners. He/she will coordinate timely and accurate reporting to IMPACT Headquarter.

3. REACH HR MANAGEMENT

Staff Management

The REACH Assessment Officer is responsible for day-to-day management of project and field staff both directly and remotely. He/she is expected to guide and direct REACH staff and prepare and follow up workplans with each staff member that directly reports to him/her. The REACH Assessment Officer will be required to take the lead in the recruitment of REACH assessment staff in coordination with the ACTED HR Officer. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertake interviews.

The REACH Assessment Officer will ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.

4. REPRESENTATION

Representation of REACH in cluster and multi-sector meetings/ technical working groups in country and follow up on technical issues identified in cluster meetings in other parts of the country. This specifically will include liaising with external partners to identify potential for data sets to be integrated into existing databases and mapped to support the coordination of the broader humanitarian community.

More generally, the REACH Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of ACTED's mandate, ethics, values and stand-point with regard to other actors.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ At least 2 years of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes;
- ❖ Excellent analytical skills;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent team management skills;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Prior knowledge of the Syria response is an asset;
- ❖ Fluency in English required;
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software;
- ❖ Ability to operate SPSS or related statistical programming an asset;
- ❖ Ability to work independently.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and 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
- Provision of medical, life, and repatriation insurance + retirement package

HOW TO APPLY

Please send, in English, your cover letter, CV, and three references to jobs@impact-initiatives.org

Ref: 17/SYR/RAO02

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

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