

## Terms of Reference

### REACH ASSESSMENT OFFICER IN NIGERIA

<b>Supervisor:</b>	IMPACT Country Focal Point
<b>Title:</b>	REACH Assessment Officer
<b>Location:</b>	Maiduguri, Nigeria
<b>Contract duration:</b>	6 months
<b>Start date:</b>	ASAP

#### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two INGOs (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 humanitarian think tank, 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.

#### COUNTRY PROFILE

Since May 2013, the Boko Haram insurgency in Northern Nigeria has destroyed infrastructure, provoked dramatic livelihoods erosion and triggered the displacement of over 2 million people, out of which 1.4 million people are in Borno State. The humanitarian situation of IDPs in Borno State is critical. Following years of conflict, the vast majority of the State's rural areas are empty. The population has fled to the relative safety of Maiduguri or Local Government Area (LGA) capitals. In IDP camps in Maiduguri and especially in the enclaved LGA capitals the entire population is extremely vulnerable and in need of basic humanitarian support. While some areas have recently experienced returns in proximity of main roads (for example Beni Shekh in Kaga LGA, the population from many LGAs is likely to remain displaced for the medium term, lacking security, shelter and livelihoods in their villages of origin. When returns are made possible, it will be essential to accompany returning populations in order to enable them to rebuild their livelihoods and remain in their villages, which are in most cases completely destroyed while anticipating potential sources of conflict with local populations.

In response to the crisis in North-Eastern Nigeria, humanitarian assistance has been recently scaling up. The recent increase in access to LGA capitals (largely enabled by UNHAS helicopters) has resulted in outreach by humanitarian partners beyond Maiduguri, with a number of NGOs establishing themselves in newly “liberated” LGA capitals such as Ngala and Gwoza. However, the existing humanitarian capacity is insufficient to respond to the scale of the crisis. Even within Maiduguri IDPs are not receiving regular food aid, leading to intolerable Severe Acute Malnutrition and mortality rates. IDP camps and camp-like settlements are disorganized, flood-prone and unsanitary, with extreme humanitarian indicators across all sectors.

In addition there is a clear lack of information and information coordination in North East Nigeria to support the planning and delivery of humanitarian assistance. Despite the current efforts conducted by IOM on DTM, OCHA as well as sectors, operational actors in Borno often lack specific evidence based and localized information to support their planning and anticipate populations’ movements and needs. With a highly dynamic and difficult to access context, Nigeria remains a crisis with limited amount of evidence available to humanitarian partners for aid planning and delivery. In such context, it is key to ensure that the humanitarian community continues to have regular access to data on humanitarian needs and context in Nigeria.

Within this context, REACH has recently launched an ECHO-funded mission in north-eastern Nigeria. Over the next 11 months, REACH will provide information support in formal and informal IDP camps in Borno and neighboring states through mapping, needs assessments and monitoring the attainment of humanitarian service delivery standards. REACH will also conduct multi-Sectoral Gap Analysis across LGAs in Borno state, with the aim of providing a baseline understanding of gaps between needs of affected populations (including IDPs, returnees and non-displaced) and current levels of service provision. Findings from this assessment will inform current and future programmatic interventions across Borno.

## FUNCTIONS

Under the supervision of the REACH Country Focal Point and IMPACT HQ in Geneva, the REACH Assessment Officer is responsible for the management and implementation of all REACH assessments in country, 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 REACH in country and region, if relevant.

### Summary

The REACH Assessment Officer shall be responsible for:

- In coordination with REACH Country Focal Point and assessment officers design and implement REACH assessment strategy and methodology within the refugee camps;
- Management of REACH assessment field 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/DB team, mapping of datasets, ensure that all collected data are geo-referenced;
- Works closely with GIS/SB 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;

## 1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessments process

Under the supervision of the REACH Country Focal Point, 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. In operations in which REACH is a project component of a wider ACTED intervention, the REACH Assessment Officer is required to contribute to the preparation and follow up of the Project Management Framework and ensure that activities are properly coordinated and implemented as per the Project Cycle Management.

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

Under the supervision of the REACH Country Focal Point and senior GIS officer, 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 (household surveys, focus groups, and more); 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.

- Objective 1.3: Coordination

When requested by the REACH Country Focal Point the REACH Assessment Officer shall provide technical support to the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required REACH input to ACTED projects for added-value.

When requested by the REACH Country Focal Point the REACH Assessment Officer is responsible for the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments.

## 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 the REACH Country Focal Point and senior GIS officer 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 organisations working in the areas.

When requested by the senior assessment officer, he/she will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up.

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

### 3. REACH HR MANAGEMENT

#### Staff Management

Under the direct line management of the REACH Country Focal Point, 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 field 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

In close coordination with the REACH Country Focal Point, 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 REACH's vision, ethics, values and stand-point with regard to other actors.

### **ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES**

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills;
- At least 1.5 years of relevant working experience in humanitarian settings;
- 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 region an asset;
- Fluency in English required; professional fluency in French and/or Arabic an asset;
- Ability to operation Microsoft Word, Excel and Project Management Software;
- Ability to operate SPSS, related statistical programming, or GIS 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](mailto:jobs@impact-initiatives.org)**

**Ref: 17/NIGERIA/AO02**

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

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