

Terms of Reference

REACH ASSESSMENT OFFICER IN IRAQ

Title:	REACH Assessment Officer
Supervisor:	REACH Country Focal Point
Location:	Erbil, Iraq
Contract duration:	6 months (renewable)
Start date:	ASAP

FUNCTIONS

Under the functional supervision of the REACH Country Focal Point in Iraq and of IMPACT's HQ in Geneva, the REACH Assessment Officer is responsible for the management of REACH's assessments, including their preparation, implementation and follow-up. He/she is also responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in Iraq.

During his/her mission, the REACH Assessment Officer will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

Responsibilities

In coordination with the REACH Country Focal Point, the REACH Assessment Officer is responsible for designing and implementing CCCM/Shelter research cycles for REACH. This includes:

1. Assessment Preparation and Planning:

- Ensuring that assessments are planned in line with relevant project and program objectives and with REACH's research cycle and other relevant guidelines;
- Identify and analyse secondary data;
- For each assessment, draft ToRs and ensure that they are approved by management (including Geneva HQ) before data collection begins, and understood and used by assessment staff and stakeholders;
- Compose and construct, in close coordination with GIS and data management team, qualitative and quantitative data collection tools; ensure engagement with GIS teams on GIS requirements of research cycle/assessment;
- Keep track of progress and delays of all assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

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2. Data collection

- Identification and training of enumerators for primary data collection;
- Overseeing data collection, in line with agreed TORs;
- Management of enumerators, including regular briefings and debriefings, problem solving, technical support, performance assessment, etc;
- Manage logistics, financial, administration and HR processes related to research cycles and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the compliance to ACTED FLAT procedures of all activities and teams that s/he supervises.
- In partnership with the GIS team, when relevant, ensure that collected data is geo-referenced enabling the production of maps and related products;
- Immediately alerting REACH Country Focal Point and REACH HQ to any issues that prevents full implementation of the methodology in line with the agreed TORs; document any agreed changes to the methodology throughout implementation;
- Drafting of situation updates on data collection progress for submission to REACH Country Focal Point, and, where relevant, external partners and stakeholders.

3. Data management

- Ensure that all collected data is stored in line with REACH's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Conduct analysis on collected data as per ToRs;
- Ensure that meaningful techniques are used to analyze the data collected;
- Ensure that data and its analysis are validated by REACH HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by REACH HQ before sharing to external parties;
- Ensure the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information.

4. Product drafting

- Ensure the writing of timely and accurate assessment reports and factsheets, which comply with REACH's guidelines;
- Communicating in advance with GIS colleagues mapping needs for the production of assessment outputs;
- Ensure that all written products are validated by REACH HQ before external release;
- Maintain regular communication with REACH Country Focal Point and REACH HQ on progress and deadlines for written products.

5. Product dissemination and evaluation

- Support REACH Country Focal Point in the dissemination of research products, including through articles, REACH social media contents, targeted e-mails, presentations, meetings, etc, in line with REACH Dissemination and External Communication Guidelines and Research ToRs;
- Under supervision of REACH HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;

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- Under the supervision of the REACH Country Focal Point, ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the REACH Country Focal Point to conduct monitoring and evaluation as specified in the research ToRs and in line with REACH Guidelines.

6. External relations

- Under the coordination of the REACH Country Focal Point, ensure that relevant partners are consulted and involved in: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- Document and file all external engagement during each research cycle;
- When requested by the REACH Country Focal Point, participate in inter-NGO meetings and those of UN agencies and any other relevant, while maintaining the positive image and overall credibility of the organization.

7. Others

- Support the REACH Country Focal Point in drafting of relevant project narrative and financial reports;
- Maintain an oversight of budget availability and expenditure for assessment activities for which s/he is responsible;
- Other tasks as requested by supervisors.

Key performance indicators

- Institutional engagement in research process:
 - # and type of actors participating in various steps of research cycles
 - Reported level of satisfaction by actors involved in the research
- Use of research findings to inform aid response:
 - # of actors accessing and using drafted research products
 - # of actors using research findings to inform their activities and planning
 - Reported level of satisfaction by actors using research findings
- Management of research process:
 - Average number of days between end of data collection and internal product validation, by type of product
 - % of research cycles with complete documentation folder (validated TOR(s)/Methodology note(s) for assessment(s) including all annexes; validated data set(s) and cleaning log(s); validated output(s).

Confidentiality

The REACH Assessment Officer will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with REACH

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REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 1 year of relevant working experience in humanitarian settings, preferably in monitoring and evaluation of Shelter/CCCM programmes
- Demonstrated interest in humanitarian research, needs assessments, or quantitative data analysis
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Excellent analytical skills;
- Strong written and verbal communications skills
- Strong attention to detail and organizational skills
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills;
 - o Prior experience managing and coordinating national teams required
 - o Prior experience with line managing junior staff and interns
- Ability to operate in a cross-cultural environment requiring flexibility;
- Proficiency in Microsoft Excel – data manipulation, cleaning, or analysis
 - o Pivot tables
 - o VLOOKUP
- Prior experience with managing large datasets and/or conducting data analysis in Excel required
- Prior experience with SPSS, STATA, R or other statistical analysis software packages desired but not required
- Demonstrated understanding of Iraq context, society, and cultural norms
- Fluency in English required, Arabic and Kurdish an asset
- Ability to work independently, including demonstrated level of maturity and professionalism, ability to work under pressure and in dynamic security context

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/IRAQ/AO03

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

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