

Terms of Reference

REACH ASSESSMENT MANAGER IN YEMEN

Supervisor:	IMPACT Country Focal Point
Title:	REACH Assessment Manager
Location:	Amman, Jordan – with travels to Yemen as possible

FUNCTIONS

Under the functional supervision of the IMPACT Country Focal Point in Yemen and of IMPACT's HQ in Geneva, the REACH Assessment Manager is responsible for the management of all REACH research cycles in Yemen, including implementation, resource mobilization and management, partnership framework, dissemination and evaluation. He/she directly supervises all Assessment staff and plays a key role in the development and implementation of REACH strategy in Yemen.

COUNTRY PROFILE

Yemen is currently witnessing one of worlds' biggest political and humanitarian crises. Over 18 million people in need some kind of humanitarian or protection assistance, including 10.3 million people who are in acute need, and more than 3 million are internally displaced as a result of conflict and ancillary exacerbation of environmental shocks and decline in livelihoods. An estimated 17 million Yemenis are food insecure according to the Integrated Food Security Phase Classification (IPC); the population falling into the Emergency and Crisis phase has increased by 20 percent since June 2016. De-facto authorities in the Yemeni capital of Sanaa declared a state of emergency on 14th May after an outbreak of cholera. The humanitarian response to these needs has been limited by many factors including insecurity and access due to conflict, which further hamper access to reliable information and monitoring needs of affected population on a regular basis.

Since October 2016, REACH is working in support of the humanitarian community in Sana'a and Amman, in close collaboration with OCHA and the clusters, with a view to informing decision making and key humanitarian milestones. Among others, REACH supports humanitarian partners with:

- › **Analysis capacity and support to the coordination mechanisms**, namely within the framework of the Humanitarian Needs Overview and the Humanitarian Response Plan for Yemen;
- › **Primary data collection capacity** to strengthen the availability of evidence as a base for decision making, response planning and delivery;
- › **Information Management support** to partners, based on jointly identified needs and priorities.

REACH has been producing research, based on primary data, on camps and sites, cash and markets, WASH and shelter damage through remote sensing, in partnership with CCCM, Shelter, WASH Clusters and the Cash Working Group in Yemen.

Responsibilities

In coordination with the IMPACT Country Focal Point, the REACH Assessment Manager is responsible for (1) the overall management of REACH research cycles, (2) for the management of the Assessment team, and plays a key role in (3) external relation and (4) the development and implementation of REACH strategy in Yemen. More specifically:

1. Management of all Research Cycles

1.1 Assessment Preparation and Planning:

- Ensuring that all assessments are planned in line with relevant project and program objectives and with REACH's research cycle and other relevant guidelines;
- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required; 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.

1.2 Data collection and management

- Ensure that required enumerators are identified and trained for primary data collection;
- Monitor data collection, ensuring its correct implementation in line with agreed TORs;
- Ensure that IMPACT Country Focal Point and IMPACT HQ are alerted to any issues that prevents full implementation of the methodology in line with the agreed TORs; ensure that all changes to the methodology are documented throughout implementation;
- Ensure logistics, financial, administration, security and HR processes directly related to REACH have been appropriately implemented and coordinated with the relevant ACTED departments;
- Ensure regular situation updates on data collection have been produced and circulated to relevant REACH, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process.

1.3 Product drafting

- Ensure the drafting of timely and accurate assessment outputs (i.e. reports, factsheets, etc.), which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to IMPACT HQ for validation.

1.4 Product dissemination and evaluation

- Under the direction of the IMPACT Country Focal Point, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle.

2. Management of Assessment Team

- Conduct regular meeting with all international and senior national Assessment Team members to assess progress in all research cycles and to review work plan;
- Bilateral management of international and senior national assessment team members, including (in consultation with IMPACT country focal point) the conduct of appraisals, as well as participation in staff career management;
- In coordination with Country Focal Point, conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- When relevant, support Country Focal Point in staff appraisal and recruitment process.

3. External relations

- In coordination with the IMPACT Country Focal Point, ensure that relevant partners are consulted and involved at all stages of research cycle: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;
- In coordination with the IMPACT Country Focal Point, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate;
- Support the IMPACT Country Focal Point in external engagement in relation to REACH strategy or (when requested and with focal point) to fundraising and grants management.

4. Strategy Development and Implementation. In support to the IMPACT Country focal Point, the Assessment Manager will actively contribute to the development of the REACH strategy in Yemen. In particular s/he will support in identifying and concretising:

- The need for assessments, in line with humanitarian priorities;
- Synergies with other assessment and knowledge management actors;
- Strategic partnerships with key humanitarian stakeholders and decision makers;
- Key events / milestones that should be informed;
- Advocacy and dissemination strategies to strengthen the impact of our work;
- Support in the preparation and follow up of country level internal strategic workshops and plans;
- Engagement with IMPACT HQ in global level strategic priorities.

5. Others

- Support the IMPACT 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.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 3 year of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes;
- Field/humanitarian experiences needed, in monitoring and evaluation, NGOs, or other similar relevant sector;
- 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;
- Past experience in the region is desirable;
- Fluency in English required;
- Ability to operate with Microsoft Word, Excel and Project Management Software;
- Ability to work independently and manage people remotely.

HOW TO APPLY

Please send, in English, your cover letter, CV, and three references to jobs@impact-initiatives.org
Ref: 18/YEM/AM1

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

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