

Terms of Reference

ASSESSMENT MANAGER IN NIGERIA

Supervisor: IMPACT Country Focal Point
Title: Assessment Manager
Location: Maiduguri, Nigeria

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 internally displaced persons (IDPs) is critical. Following years of conflict, the majority of the state's rural areas are empty. Much of the population has fled to the relative safety of Maiduguri, capital of Borno State, or other Local Government Area (LGA) capitals. In the IDP camps of Maiduguri and other enclaved LGA capitals, large portions of the population are extremely vulnerable and in need of immediate humanitarian support. While some areas have recently experienced returns in proximity of main roads, 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 support returnees in rebuilding their homes, which are in many cases completely destroyed, and resuming their productive lives and livelihoods.

Since April 2017, IMPACT's REACH Initiative has been deployed to Nigeria to help meeting the information needs of humanitarian actors operating in the State and build a better understanding of the needs of conflict affected populations. Supported by EU humanitarian aid and in coordination with different humanitarian actors, REACH is carrying out the following activities:

- **Assessing IDPs' movement intentions:** IMPACT's REACH Initiative is assessing IDP intentions to return to their area of origin, move to a new location, or settle permanently in their current location in Borno State, while also looking into factors that are likely to influence IDPs' decision to move, such as their current living conditions, separation from family members and access to information on their preferred future location. The assessment will help anticipate internal displacement flows and understand IDPs' current needs, vulnerabilities, coping mechanisms, as well as future challenges.
- **Camp infrastructure mapping:** IMPACT's REACH Initiative is collecting information on formal IDP camps in Borno State to support site planning and the effective distribution of humanitarian assistance.
- **Rapid assessments of informal IDP camps:** IMPACT's REACH Initiative is profiling informal IDP camps in Maiduguri, Borno State, in order to better understand displacement dynamics of these IDP populations, while in parallel identifying common community services used by IDPs and barriers in accessing critical services.

- Cash Working Group support: IMPACT's REACH Initiative has conducted research to support the implementation of cash programming across Borno State in close coordination with the CWG

FUNCTIONS

Under the functional supervision of the IMPACT Country Focal Point in Nigeria and of IMPACT's HQ in Geneva, the Assessment Manager is responsible for the management of all REACH research cycles in Nigeria, 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 Nigeria.

Responsibilities

In coordination with the IMPACT Country Focal Point, the 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 Nigeria. 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 Nigeria. 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.

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: 18/NGA/AM2

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

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