

Terms of Reference

REACH ASSESSMENT OFFICER IN AFGHANISTAN

Supervisor: Country Focal Point
Title: REACH Assessment Officer
Location: Kabul, Afghanistan

BACKGROUND ON IMPACT AND REACH

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.

REACH was born in 2010 as a joint initiative of the 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.

FUNCTIONS

Under the supervision of the Country Focal Point in Afghanistan and of IMPACT's HQ in Geneva, the REACH Assessment Officer is responsible for the management and implementation of REACH assessments, including their preparation, implementation and follow-up. S/he 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 country.

In his/her mission, the REACH Assessment Officer will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

Responsibilities

The REACH Assessment Officer is responsible for:

- In coordination with the Country Focal Point, designing and implementing REACH assessment strategy and research cycle on a national scale;
- Ensuring that assessments are planned and implemented in a structured and coherent manner, in line with project and program objectives and with REACH's research cycle and other relevant guidelines;
- For each assessment, draft ToRs, ensure that they are approved by management (including Geneva HQ), understood and used by assessment staff and stakeholders, and updated as required;
- Management of REACH field enumerators to ensure an effective and timely implementation of related activities;
- In line with REACH's guidelines, coordinate and ensure timely data collection, collation, analysis;
- In partnership with the GIS team ensure that relevant collected data is geo-referenced enabling the production of maps;
- Ensure the writing of timely and accurate assessment reports and factsheets, which comply with REACH's guidelines;
- Keep track of all project and program assessment and research schedules;
- Ensure regular written reporting on assessment progress and participate in coordination meetings as instructed by supervisor; Ensure that delays or identified problems for specific assessments are reported by writing and orally in a timely manner;
- Under the supervision of the Country Focal Point, ensure that lessons learned are gathered and documented at the end of each research cycle
- Supporting the development/revision of assessment / program strategies, reports or new proposals;
- In coordination with the Country Focal Point, external representation of REACH with Partners and the wider Aid Community through clusters and sectoral working groups;
- Other tasks falling within REACH's functions as requested by supervisors.

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. 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

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

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.

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. The REACH Assessment Officer shall liaise with other REACH Officers in the region and throughout IMPACT Initiatives' and ACTED's networks to provide and receive support in the expansion of REACH globally.

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/DB 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.

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 ACTED and IPs. He/she will coordinate timely and accurate reporting to IMPACT Headquarter.

3. 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 work plans 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 ACTED/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.

The REACH Assessment Officer will further represent ACTED/REACH vis-a-vis current and potential donors and communicate relevant information to the ACTED Project Development Manager and Country Director.

He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level.

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

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 IMPACT.

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
- Ability to operation Microsoft Word, Excel and Project Management Software.
- Advanced skills in Excel, SPSS, R or related statistical programming
- 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: 18/AFG/AO01

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

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