

ASSESSMENT MANAGER IN NORTHEAST SYRIA

Supervisor: IMPACT Country Focal Point
Title: IMPACT Assessment Manager
Location: Amuda, Syria
Contract duration: 6 months
Start date: ASAP

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization 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.

COUNTRY PROFILE

The dynamic and multi-faceted nature of the Syrian humanitarian crisis has created significant challenges for information management. With 13.1 million people in need within the country as well as 5.6 million refugees outside of the country, the capacity of the humanitarian community to understand and meet the needs of conflict-affected populations is extremely stretched. To respond to a crisis of such scale, timely and comparable information is required across Syria and its neighboring countries. In this context, since 2013, REACH has been working closely in coordination with humanitarian clusters as well as with other national and regional coordination mechanisms such as OCHA and Cash Based Responses Technical Working Group to address information gaps and implement assessments that contribute to informing the humanitarian response. Overall, since the onset of the deployment, REACH has been involved in macro and regional multisectoral assessments, informed cash and voucher programming across Syria through monthly Market Monitoring Exercise, extended technical support to the CCCM Community Level IDP Tracking Project in Syria and conducted rapid assessments in response to contextual changes. More information can be found here: <http://www.reach-initiative.org/where-we-work/ongoing-field-presence/syria>

Terms of Reference

POSITION PROFILE

The REACH Assessment Manager will be based in Amuda, Syria, managing Northeast Syria needs assessments, monitoring, and other information management activities. The regional Syria project is composed of teams based in Jordan, Lebanon, Kurdistan Region of Iraq and Turkey, supporting hub level humanitarian actors in all countries, as well as regional partners, in identifying and addressing information gaps to improve the Syria crisis response. Within Northeast Syria, projects include multisector needs analysis, rapid assessments, market monitoring, camp and site assessments and household assessments. The information gathered is shared widely with humanitarian actors for strategic decision making and planning, operational programming and response monitoring. The team is currently hiring an Assessment Manager for the team based in Northeast Syria to oversee activities, including but not limited to team management and coordination, ensuring completion of high-quality assessments and research cycles, leading external engagement within the area, strategic planning, and coordination with the other Syria Country Coordinator and other hub managers. The role requires strong drafting and technical skills, as well as knowledge of assessment and technical processes. The individual must have strong interpersonal skills given the need to interact with multiple internal and external stakeholders and display a high level of flexibility and willingness to travel.

FUNCTIONS

Under the supervision of IMPACT Country Focal Point at the field and Geneva level, the IMPACT Assessment Manager is responsible for the management and implementation of assessments in the country of operation, including their preparation, implementation and follow-up. He/she is also responsible for related logistics, partner coordination, and reporting and finance requirements and will be required to provide input to the strategic development of programs.

In his/her mission, the IMPACT Assessment Manager 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 IMPACT Assessment Manager is responsible for:

- Leading and managing the design and implementation of assessment strategies and research cycle in monitoring and assessments.
- Overseeing that assessments are planned and implemented in a structured and coherent manner, in line with project and program objectives and with research cycle and other relevant guidelines.
- Approval of research TORs by management (including Geneva HQ), making sure these are also understood and used by assessment staff and stakeholders, and updated as required.
- Ensuring the timely and high quality implementation of data collection, including guaranteeing each staff member is properly trained and data cleaning mechanisms are in-place and functional during the data collection cycles.
- Overseeing the writing of timely and accurate assessment reports and factsheets, which comply with HQ guidelines.
- Assuring the implementation of workplans and deadlines.
- Ensuring that the quality of all team products. This involved reviewing all products prior to Geneva review, with final accountability for the presentation, quality and content of products.

Terms of Reference

- Leading the development/revision of assessment / program strategies, reports or new proposals.
- External representation with partners.
- Reporting on developments within the northeast Syria hub, including assessment cycles, HR, security, and operations to the Syria Country Coordinator and coordinating with the other hub managers.
- Other tasks falling within his/her functions as requested by supervisors.

Confidentiality

The IMPACT Assessment Manager 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 or collected during his/her assignment.

REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline;
- At least 2 years of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes;
- Field/humanitarian experience 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, including managing and working with teams remotely;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Past experience in the Middle-East and North Africa region is desirable;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Flexibility and willingness to travel in the area of work;
- 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/SYR/AMNE01

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

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