

## Terms of Reference

### PROGRAM OFFICER

#### BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative and AGORA. The IMPACT team comprises over 70 specialists in data collection, management and analysis, GIS and remote-sensing. IMPACT currently works in over 15 countries across the Middle East, Africa, Asia and Europe, providing evidence-based for decision making and planning in contexts of crisis.

**IMPACT is looking for a Program Officer to support the implementation of a multi-province level project as part of the AGORA initiative.**

<b>Department:</b>	AGORA
<b>Position:</b>	<b>Program Officer</b>
<b>Contract duration:</b>	6 months with potential for renewal
<b>Location:</b>	Afghanistan, Mazar-e-Sharif (with travels to Kabul)
<b>Starting Date:</b>	ASAP

#### PROGRAM OVERVIEW

Decades of conflict have made Afghanistan one of the poorest and most unstable countries in the world and have resulted in the prevalence of widespread and chronic underdevelopment. The government faces increasing difficulties in maintaining an acceptable level of control in the majority of provinces, and the conditions to enforce stability, reconstruction, and economic and social progress are drifting away. The World Bank has highlighted three core drivers of instability in Afghanistan: weak state and political institution, the persistent Taliban insurgent movement, and internal ethnical divisions.

During the course of 2016, the growing influence of AGEs in “hot-spots” in northern Afghanistan, namely Kunduz and Faryab provinces, led to further escalation in the conflict. Populations of these locations are severely affected by restricted access to education, health and other basic services; human rights violations and abuses, including forced recruitment in armed groups, and deliberate restrictions imposed on women and girls. In the post-2001 era, state reforms “*focused on strengthening the central government and ensuring centralised processes for planning and public financial management*”<sup>1</sup>. This approach has had adverse implications on local development. Insecurity, poor governance, poor management of natural resources, unavailability of basic services, poor market access, feed into one another and compound the overall instability and poverty of target areas. There is therefore a clear need for an integrated, long-term response that addresses these factors while leveraging potential development vectors.

As such, this project will address these issues through broad-based social mobilization and inclusion, with a focus on women and youth. The project’s rationale is **to tackle the root causes of instability and poverty in Faryab, Jawzjan, Balkh and Samangan provinces** by creating a conducive environment for the active

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<sup>1</sup> Bizhan N., Emil F. and Nayebkhail H. (2016), Bringing the State closer to the People: Deconcentrating planning and budgeting in Afghanistan, July 2016, Afghanistan Research and Evaluation Unit

participation of local authorities and citizens in community-driven initiatives that contribute to improving basic service delivery and livelihood security. The project will contribute to achieving inter-linked desired outcomes, increasing citizens' trust in the State and improving basic service delivery, with a focus on clean water, health, energy and transportation. The project will also contribute to the objectives of the National Priority Programmes (NPPs) in the field of governance, education and basic services, agriculture and livelihoods.

## POSITION PROFILE

### FUNCTIONS

The Program Officer (PO) will have a direct/day to day report to the IMPACT Country Focal Point for Afghanistan, with a technical reporting line to the AGORA Senior Programme Officer in Geneva. With their support, the PO will ensure the successful implementation of an AGORA project in Northern Afghanistan, working closely with key counterparts, to undertake area-based assessments; supporting the following objectives, in collaboration with ACTED:

Specific Objective 1: To enhance the participation and social inclusion of citizens and marginalised groups in resource-based local development planning at a granular level

Specific Objective 2: To increase the capacity of local government and civil society organisations to promote downward accountability, deliver quality basic services and manage resources efficiently

Specific Objective 3: To increase youth and women's access to quality formal and informal education to enhance human capital

Specific Objective 4: To improve the economic potential, physical assets and natural capital of rural communities

With support from the AGORA Senior Program Officer (SPO) and the Afghanistan Country Focal Point (CFP), the Program Officer will:

#### 1. Program and technical support:

- Draft/participate in the development of a detailed implementation plan covering the course of the project;
- Provide input into the direction, objective and parameters of area-based assessments;
- Oversee the implementation of area-based assessments – including shaping of Terms of Reference, methodology, questionnaire, partner engagement data collection and analysis;
- Develop feasible implementation plans for baseline, mid-line and end-line assessments;
- Draft program reports at outputs – including the creation of clear assessment products to inform response planning; response plan documentation and monitoring outputs.

## 2. Communication and engagement:

- Together with the SPO and CFP, liaise and engage with external partners to raise awareness and garner institutional support for the AGORA initiative and the operationalisation of response/recovery plans (neighbourhood development) plans;
- Develop working relationships with relevant operational partners in Afghanistan, particularly in the North region (UN Agencies, NGOs, donors, local authorities and service providers);
- Overall, the PO is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of IMPACT's mission and vision, ethics, values and stand-point with regard to other actors.

## 3. Accountability to Communities and Beneficiaries

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills; Advanced skills in Excel, SPSS, R or related statistical programming;
- At least 2 years of relevant working experience in humanitarian settings, including field experience;
- 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;
- Fluency in English required
- Ability to operation Microsoft Word, Excel and Project Management Software
- 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

**Please send, in English, your cover letter, CV and three references to [jobs@impact-initiatives.org](mailto:jobs@impact-initiatives.org)**  
**Ref: 18/AFG/AG-PO01**

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

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