

Terms of Reference

REACH ASSESSMENT OFFICER IN SYRIA

Supervisor:	IMPACT Country Focal Point
Title:	REACH Assessment Officer
Location:	Amuda, Syria / Dohuk, Iraq
Contract duration:	6 months
Start date:	ASAP

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.

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>

POSITION PROFILE

The REACH Syria Assessment Officer will be based in Amuda, Syria and/or Dohuk, Kurdistan Region of Iraq, working on projects relating to Northeast Syria information gathering and needs assessments. The regional 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. The projects for Syria include including multisector needs analysis, market monitoring, rapid assessments, household assessments, camp and site assessments, cluster support and IDP tracking. The information is shared widely with humanitarian actors for strategic decision making and planning, operational programming and monitoring of response. The team is currently hiring an Assessment Officer for the team working on Northeast Syria to ensure the planning and completion of assessments, including but not limited to research design, report, factsheet and output production, team management and coordination, sector and cluster engagement and strategic planning. The role requires a willingness to build upon and expand technical assessment skills as well as report writing and output production. The individual must have strong interpersonal skills given the need to interact with multiple internal and external stakeholders.

FUNCTIONS

Under the supervision of the IMPACT Country Focal Point for Syria 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. He/she 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 IMPACT Country Focal Point, design and implement REACH assessment strategy and research cycles in Northeast Syria;
- 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 IMPACT 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 IMPACT 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.

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; 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.

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/Database 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.

The REACH Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among partners. He/she will coordinate timely and accurate reporting to IMPACT Headquarter.

3. REACH HR 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 workplans 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 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.

More generally, the REACH Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, 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 REACH or collected during his/her assignment with REACH.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 2 years of relevant experience in humanitarian settings such as research, evaluation, assessments and programmes;
- Excellent quantitative and qualitative analysis skills;
- 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 or work experience in the region is an asset;
- Fluency in English required, proficiency in Arabic is an asset;
- Advanced skills in Excel, SPSS or related statistical programming;
- Flexibility and willingness to travel in the area of work;
- 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/SYR/A001

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

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