

Terms of Reference

REACH Assessment Intern - Ukraine

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs, [IMPACT Initiatives](#) and [ACTED](#), and the United Nations Institute for Training and Research's (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.

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, that 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.

We are currently looking for an Assessment Intern to support our REACH Ukraine team based in Kiev, Ukraine.

Department: REACH
Position: REACH Assessment Intern
Contract duration: 6 months
Location: Kiev
Starting Date: ASAP

COUNTRY PROFILE

The conflict in eastern Ukraine continues to intensify between the Ukrainian armed forces and separatist armed groups along the 500km 'contact line' that separates the government controlled areas (GCA) and the non-government controlled areas of Donetsk and Luhansk (NGCA). Despite sustained efforts to enforce peace, daily ceasefire violations affect an estimated 600,000 people living within 5km of the active conflict causing restricted movement for the population, reduced access to basic services and a reduced ability to meet basic needs. In order to respond to the crisis, thorough, comparable and efficient information is required in order for humanitarian actors to design appropriate, evidence based assistance. Within this context, REACH was first deployed to Ukraine in 2015 to conduct a shelter and Non-Food Item (NFI) assessment of internally displaced people (IDPs). The following year, REACH implemented a multi-sector needs assessment that informed the Humanitarian Response Plan and assisted in the development of local capacities of NGOs in the field. In 2017, REACH carried out an Area Based Assessment on access to basic services for populations within 5km of the conflict. REACH operate from four offices across the region with 15 full time members of staff, supporting cluster level humanitarian actors in identifying and addressing information gaps to improve the response to the humanitarian crisis in Ukraine.

POSITION PROFILE

The REACH Assessment Intern will be based in Kiev with regular travel to Slovyansk working on projects relating to information gathering and needs assessments. The projects for Ukraine involve multiple components including multi-sector needs assessments, market monitoring, household assessments, GIS mapping, displacement tracking, cluster support and capacity building of local administrations and NGOs. The information is shared widely with humanitarian actors for strategic decision making and planning, operational programming and monitoring of response. The team is hiring an assessment intern to support the assessment officer with projects, including but not limited to, supporting in the development and revision of information products including, proofreading and editing reports, assisting in visual design and final verification processes, and supporting in the research process, including assisting in the design of methodology and tools and desk reviews under the management of the REACH Assessment Officer.

FUNCTIONS

Under the supervision of the REACH Assessment Officer, the REACH Assessment Intern will be responsible for supporting the implementation of REACH assessments in country, including their preparation, implementation and follow-up.

Summary

The REACH Assessment Intern will work closely with the REACH Ukraine Assessment and GIS/DB team, responsible for:

- Supporting the REACH Assessment Officers to design and implement REACH assessments and methodology, including desk reviews and contribution to questionnaire and tool design;
- Contributing to on-going improvements to reports, outputs and procedures to document and streamline data collection processes
- Assisting in the drafting of timely and accurate assessment reports, factsheets and other outputs (including designing and creating data visualisations using specific software when needed);

1. REACH Assessment support to Implementation and Coordination

1.1. Support to the assessment process

The REACH Assessment Intern will undertake desk research on key topics. Moreover, he/she will support designing the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will assist in the planning, implementation, and follow-up of assessment activities related to Ukraine. He/she will also contribute to ensuring that the data is accurately incorporated into appropriate databases.

1.2. Implementation

The REACH Assessment Intern is responsible for assisting the assessment team in the implementation of assessment projects and providing support to the development of assessment tools. This will specifically include support in the designing of data collection tools such as key informant interviews, household surveys, focus groups, and others.

1.3. Coordination

The REACH Assessment Intern will contribute to internal coordination processes. He/she will participate in coordination processes as required by the REACH manager, always making sure guidelines and action points are clear. When strictly required, the intern will represent REACH in external meetings.

2. REACH Reporting

The REACH Assessment Intern will assist in the proofreading, editing, design and verification process of REACH information products such as factsheets, reports and briefs using REACH standard formatting. This will include designing and creating appropriate data visualisations, using software such as InDesign.

3. REACH administrative and logistics support

The REACH Assessment Intern will provide overall support to the assessment team in administrative and logistics processes, including, minute taking and the support of monitoring procedures that contribute to ensuring high quality and accurate information is processed appropriately.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar);
- Excellent analytical skills;
- Fluency in both oral and written English, with experience in report writing at a graduate or professional level and excellent drafting skills;
- Ability to quickly learn to effectively use a variety of programs to assist with data analysis and representation;
- Ability to operate Microsoft Word and Excel to a high level;
- Ability to work in a cross-cultural environment and strong capacity to work in intercultural teams;
- Flexibility and adaptability to work on different tasks, in the context of a regional team structure;
- Ability to tight deadlines;
- Excellent team working and communication skills;
- Familiarity with the humanitarian aid system;
- Ability to work independently and with initiative;
- Ability to think creatively and use initiative to develop new tools and processes.

DESIRABLE

- Experience in assessments, M&E, field research, evaluations an asset; preferably in an international context;
- Experience with programs under Adobe Software package, in particular Adobe InDesign;
- Experience with programs used for data analysis and visualisation, such as Tableau, SPSS or other statistical programmes;
- Prior knowledge of the region and specifically of the Ukraine conflict and its humanitarian situation.

RENUMERATION

Field intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, food and travel costs, including return ticket and a luggage allowance of 50kg
- The provision of medical, repatriation and life insurance.

HOW TO APPLY

**Please send, in English, your cover letter, CV, and three references to jobs@impact-initiatives.org
Ref: 18/UKR/A11**

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

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