

Terms of Reference

REACH ASSESSMENT OFFICER - CASH & LIVELIHOODS PORTFOLIO - IRAQ

Title:	REACH Assessment Officer - Cash & Livelihoods
Location:	Erbil, Iraq (with travel)
Contract duration:	6 months
Start date:	ASAP

We currently have an open position for a REACH Assessment Officer in Iraq, seeking a young professional with knowledge and technical expertise in the thematic area of cash & livelihoods. The ideal candidate will be eager to work in a dynamic organization with opportunities to build coordination skills whilst overseeing assessments which inform the cash-based response and livelihoods programming in Iraq.

CONTEXT AND OVERVIEW

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland, which specialises in data collection, management and analysis in order to support humanitarian action. IMPACT is a sister organization of ACTED, an international NGO whose headquarter is based in Paris and which is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly to benefit from ACTED's operational support on its countries of intervention.

This position is based in Erbil, Iraq, with travel required to other bases in Iraq. The role requires external engagement with cash, livelihoods, transitional recovery, and development actors and the ability to drive the direction of the REACH Iraq cash and livelihoods research portfolio – both through maintaining existing research cycles and designing new research. The REACH Assessment Officer is expected to oversee a team of 3-4 assessment staff working on this research portfolio, develop workplans, engage in donor relations, contribute to new proposals and projects, provide advice and expertise in the technical design of assessment inputs and review of research outputs under this portfolio. Technical backstopping and support is provided by the IMPACT Geneva HQ team. Past experience in one or more of the aforementioned areas is not essential although highly desirable. At minimum, experience with the subject matter, familiarity with the development and/or humanitarian sector, quantitative analysis skills, and effective communication skills are required.

FUNCTIONS

Under the functional supervision of the Country Focal Point in Iraq and IMPACT HQ in Geneva, the REACH Assessment Officer is responsible for the coordination and implementation of all assessments in Iraq falling under the cash & livelihoods portfolio, including preparation, implementation, and reporting. This may include activities such as:

- Technical coordination of price and market monitoring initiatives
- Technical coordination of M&E of humanitarian actors' cash assistance distributions
- Agricultural value chain analysis of Iraq's key domestically produced commodities
- Labour market analysis – including gender analysis of workforce participation and barriers
- Technical coordination of livelihoods assessments in areas of return in Iraq

He/she is also responsible for related logistics, partner coordination, and reporting and finance requirements and will be required to provide input into the strategic development of programs with a cash, livelihoods, or development focus.

RESPONSIBILITIES

The REACH Assessment Officer is responsible for:

- Providing technical inputs into the design and implementation of research and assessments falling under the cash & livelihoods portfolio.
- 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.
- Leading complex quantitative analyses across research cycles, as well as providing technical input, guidance, and review of data analysis conducted by other team members.
- Overseeing the writing of timely and accurate assessment reports and factsheets, which comply with HQ guidelines.
- Assuring the implementation of workplans and deadlines.
- Ensuring the quality of all research products under the cash & livelihoods portfolio. This involves reviewing all products prior to Geneva review, with final accountability for presentation, quality, and content.
- Supporting the development/revision of assessment / program strategies, reports, or new proposals.
- External representation with partners.
- Other tasks falling within his/her functions as requested by supervisors.

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 or collected during his/her assignment.

REQUIREMENTS

- Excellent academic qualifications, including a Masters degree in development economics, agricultural economics, or another relevant discipline.
- At least 2 year of relevant working experience in development or transitional settings, through either research, evaluation, assessments, or programmes.
- Prior field experience required. Field research, M&E or assessment experience highly desirable.
- Excellent analytical skills.
- Excellent communication and drafting skills for effective reporting.
- Excellent team management skills.
- Ability to operate in a cross-cultural environment requiring flexibility.
- Past experience in the Middle-East and North Africa region is desirable.
- Fluency in English required, Arabic language skills highly desired.
- Ability to operate Microsoft Word, Excel and Project Management Software.
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software an advantage.
- Ability to multitask with tight deadlines, on numerous research cycles.
- 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/IRAQ/AO2**

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

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