

Terms of Reference

REACH Field Manager – Italy

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence - based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote - sensing. For more information visit: www.reach-initiative.org.

Department: REACH

Position: Field Manager

Contract duration: 2 months

Starting date: ASAP

Duty station: Palermo, Italy

SUPERVISION

The Field Manager will report to and be under the direct supervision of the Assessment Officer.

BACKGROUND

Libya has historically been both a country of destination and transit for refugees and migrants coming from the African region. However, as political instability has increased since 2011, their situation has deteriorated.

Many of the refugees and migrants who reach Italy from Libya are from Eritrea, Ethiopia and Somalia. From research within Libya REACH knows that the profiles, ways of travel and vulnerabilities of individuals from these nationalities are different to other refugees and migrants in Libya, mostly from West Africa and the Middle East. As part of a project REACH conducts jointly with UNHCR in Libya, data collection in Italy will serve to collect information, which cannot be gathered in Libya due to protection concerns, but which are key information gaps on Eritreans, Ethiopians and Somalis who arrived recently in Italy from Libya.

FUNCTIONS

Reporting to the Assessment Officer, the Field Manager will manage the implementation of REACH's data collection activities in Sicily.

This will include overseeing a team of two enumerators who will travel across Sicily, to collect data in formal sites and potentially informal gathering places. Data will be collected through individual interviews on the basis of predefined questionnaires. The position will further include an important component of liaising with different stakeholders running sites and negotiating access to sites.

This role requires strong management, negotiation and interpersonal skills as the Field Manager will be required to manage a team of two people, lead on gaining access to sites and support the data management and reporting process, whilst maintaining good working relationships with reception center authorities and other relevant stakeholders.

TASKS

The Field Manager shall be responsible for:

Preparation of data collection

- Identify primary sites of data collection across Italy
- Ensure access to data collection sites
- Prepare, plan and manage data collection activities

Liaise with stakeholders

- Develop strong relationships with local stakeholders including the management of migration centres to organise data collection visits
- Enable access to formal sites (reception centres) for data collectors

Manage data collection

- Lead on procurement of transport, accommodation, other goods/items needed for daily data collection activities
- Facilitate the training of enumerators on monitoring methodologies and standard operation procedures
- Manage the enumerators' team during primary data collection in the field
- Ensure timely, steady, and quality data collection processes in the field
- Conduct individual interviews when needed

Data management and reporting

- Ensure data reliability by supporting data cleaning and triangulation with enumerators

Finance and logistics

- Liaise with the admin/finance focal point to ensure full compliance with donor's requirements.

REQUIREMENTS

Required:

- Strong team management and leadership skills
- Very strong interpersonal skills; proven track record of liaising with different stakeholders in difficult situations
- 1-2 years' experience in assessments, M&E, field research, evaluations an asset
- Fluency in both oral and written English and Italian, with experience in report writing at a graduate or professional level
- Excellent communication and drafting skills for effective reporting in English
- Ability to operate in a cross - cultural environment requiring flexibility
- Advance Microsoft Word and Excel skills
- Ability to multi-task, work independently, with initiative, and strong capacity to work in intercultural teams
- Driver license and confidence to drive alone
- Valid work permit

Desirable:

- Excellent academic qualifications, including a Master degree in relevant discipline (International Relations, Political Sciences, Social Research, Economics, Anthropology, or similar)
- Demonstrated quantitative and/or qualitative analytical skills
- Academic background in Migration studies

Reporting Line:

All reporting directly to Assessment Officer

Data collectors to report to Field Manager

HOW TO APPLY

Please send, in English, your cover letter, CV, and the e-mail contact of three referees to jobs@impact-initiatives.org

Ref: 18/ITA/FM01

Please indicate the reference in the subject line of your email. For more information, visit us at <http://www.impact-initiatives.org>

Please, note that the selected candidate will be legally contracted by IMPACT in-country implementing partner.