

Terms of Reference

REACH ASSESSMENT OFFICER

Supervisor: REACH Assessment Manager

Title: REACH Assessment Officer

Location: Hargeisa, Somaliland

COUNTRY PROFILE

REACH has been operational in Somalia since 2012, providing information management support to humanitarian actors in a complex environment through assessment capacity, GIS services and support to Cluster IM practices. Projects have included tri-cluster assessments in support of the WASH, Shelter and Education Clusters, support to Food Security response analysis, and development of a Shelter Cluster M&E Framework.

REACH Somalia is looking to expand information support to the humanitarian response in several key areas, including IDP settlement profiling and monitoring, multi-cluster needs assessment and improved remote data collection. Key strategic aims are to increase geographic and sectoral coverage and to enhance advocacy capacity through strengthened data collection and information targeting.

RESPONSIBILITIES

Under the supervision of the REACH Country Coordinator, the REACH Assessment Officer will be responsible for the management and implementation of assessments, including preparation, implementation and follow-up, and ensure sufficient quality and compliance with internal procedures. He/she will also be responsible for related logistics, partner coordination, reporting and finance requirements.

The REACH Assessment Officer will:

- Independently designing and implementing REACH assessment strategy and methodology and corresponding analytical frameworks;
- Ensuring the writing of timely and accurate assessment reports, briefs and factsheets with integration of cluster and/or partner feedback;
- Provide information management support through in-depth data analysis, technical training development, macro development, IM platform management, and/or geo-referencing, when possible.

IMPACT Initiatives

- Manage project timeframes and assessment schedules and work with field staff to design and implement REACH assessment procedures;
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- Supporting the development/revision of assessment/programme strategies, reports or new proposals;
- Liaising with programme staff of other ACTED departments to ensure close coordination is maintained;
- Under the supervision of REACH Country Coordinator, external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Coordinate timely and accurate reporting to REACH Country Coordinator
- Managing of REACH assessment field staff to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Coordinating and ensuring timely data collection, analysis and, in partnership with GIS/DB team, mapping of datasets and ensuring that all collected data are geo-reference

REQUIREMENTS

- Excellent written and spoken English skills
- Master degree in relevant discipline: development studies, economics, social science, political sciences, international relations or equivalent;
- At least 3 years of relevant working experience humanitarian settings;
- At least 3 years of leading assessments and research cycles independently
- Significant previous experience in monitoring and evaluation, research or information management;
- Proficiency of Microsoft Word, Excel and Powerpoint;
- Experience with mobile data collection (ODK, ONA, KOBO);
- Proven excellent analytical skills;
- Excellent communication and drafting skills for effective reporting in English;
- Ability to operate SPSS, STATA, R or related statistical software is an asset;
- Knowledge of the Adobe Suite, particularly Illustrator and InDesign is an asset;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system.

HOW TO APPLY

Please send, **in English**, your cover letter, CV and three references to jobs@impact-initiatives.org
Ref: 18/SOM/AOO02

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

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