

## TERMS OF REFERENCES

### REACH ASSESSMENT INTERN – SYRIA

#### 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 (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.

#### 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 neighbouring 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 multi-sectoral assessments, informed cash and voucher programming across Syria through monthly Market Monitoring Exercise, implementation of the CCCM Cluster-led IDP Situation Monitoring Initiative, 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>

**We are currently looking for a REACH Assessment Intern to support our REACH Syria team in Amman, Jordan.**

**Position:** REACH Assessment Intern – Syria Markets Team  
**Contract duration:** 6 months  
**Location:** Amman, Jordan  
**Starting Date:** ASAP

## FUNCTIONS

The REACH Assessment Intern will be responsible for:

- Supporting the monthly project cycles of the Syria Market Monitoring Situation Overview
- Producing timely, accurate, and insightful Market Monitoring Situation Overview and datasets
- Supporting the ongoing improvements of Market Monitoring project processes and the creation of ad hoc derivations or new elaborations for the project as requested by partners
- Providing support to other WoS teams and research cycles as and when needed.

## RESPONSABILITIES

### **1. Conducting data cleaning and processing for the monthly and ad hoc Market Monitoring Situation Overviews**

- Follow the Standard Operating Procedures to ensure timely, consistent, and transparent processing
- Conduct data processing using built R scripts
- Clean and check data with strong attention to detail
- Follow-up with data collection teams regarding data points flagged during cleaning
- Ensure that all changes are accurately and completely logged

### **2. Producing timely, accurate, and insightful Market Monitoring Situation Overview and datasets**

- Conduct data analysis according to Standard Operating Procedures
- Produce charts, tables, and datasets for analysis and for publication using built R scripts
- Conduct exploration and analysis of trends over time and geography
- Follow-up on exploratory findings to track down additional contextual explanations
- Liaise with other REACH Syria project teams to
  - Work with GIS to incorporate geospatial analysis and mapping
  - Provide other projects with market data and trends as requested
  - Receive and incorporate insights from other projects into the Market Monitoring Situation Overview
- Draft monthly and ad hoc Situation Overviews
- Incorporate internal feedback at country- and HQ-levels
- Draft dissemination emails

### **3. Supporting the ongoing improvements of Market Monitoring project processes and creation of new procedures, adaptations, or derivations of the project as requested by partners and demanded by changes in the context**

- Support the creation, editing, or fixing of KoBo tools and paper forms
- Identify and assist in rectifying issues in existing procedures
- Assist in making adjustments or additions to Standard Operating Procedures as needed
- Assist in coordinating with relevant REACH Syria project teams as needed to affect needed changes
- Assist in (re)designing layouts and features of print and dataset outputs

#### 4. Providing support to other WoS teams and research cycles as and when needed.

- Support at various stages on other research cycles, including Market Assessments, rapid needs assessments (RNAs), camps and sites assessments, and sector assessments, depending on capacity gaps in other teams.

#### REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills; skills in Excel, SPSS, R or other statistical packages or scripting languages
- Experience in data processing and/or analysis
- Excellent communication and drafting skills for effective reporting;
- Demonstrably curious nature and penchant for dogged problem solving
- Good organizational, communication and interpersonal skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Fluency in English required

#### DESIRABLE

- Experience with automating data processing and analysis (R or Python preferred)
- Experience in designing and programming in XLSFORM (KoBo, ODK, etc)
- Experience with all parts of the research cycle
- Prior knowledge of Syrian context
- Fluency in Arabic is preferred

#### CONDITIONS

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](mailto:jobs@impact-initiatives.org)

Ref: 18/SYR/AI01

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

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