

Job description

REACH ASSESSMENT INTERN FOR SYRIA (JORDAN BASED)

(Reference: 18/SYR/AI02)

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 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. 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 and GIS. 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, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

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

Supervisor: REACH Assessment Officer
Title: REACH Assessment Intern
Location: Amman, Jordan
Contract duration: 6 months
Start date: ASAP

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 neighboring 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 multisectoral 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>.

POSITION PROFILE

FUNCTIONS

Under the supervision of the REACH Assessment Officer, REACH Assessment Managers, and IMPACT HQ in Geneva, the REACH Assessment Intern is responsible for supporting all regular assessments and project development under the REACH/CCCM [IDP Situation Monitoring Initiative \(ISMI\)](#). This includes responsibility for:

- Data cleaning, checking and processing for ad hoc, monthly, quarterly trends and other assessments under ISMI;
- Writing timely, accurate, and coherent assessment reports and factsheets;
- Providing support to the project focal point as and when needed in development of ISMI methodology; KoBo tools; proposal writing; donor report writing; monitoring and evaluation; and broader strategy;
- Researching and disseminating daily news updates for Whole of Syria;
- Supporting in donor reporting and Monitoring & Evaluation to IMPACT HQ and ACTED along with the REACH Assessment Managers and Country Coordinator;
- Providing support to other Whole of Syria (WoS) teams and research cycles as and when needed.

RESPONSIBILITIES

1. **Data cleaning, checking and processing for ad hoc, monthly, quarterly trends and other assessments under ISMI;**

- Follow Standard Operating Procedures (SOPs) to ensure timely, consistent, transparent and accurate processing of data from regular ISMI assessments (in rotation with other assessment and project staff);
- Clean and check data with strong attention to detail – identifying inconsistencies, outliers, discrepancies and other data issues;
- Communicate regularly and clearly with project staff to follow-up on issues with data;
- Clearly log all changes to raw data and follow-ups using pre-built macros;
- Identify and troubleshoot issues with MS Excel formula and automated checks;
- Update cleaning sheets, automated checks and data set creation files as and when needed.

2. **Writing timely, accurate, and coherent assessment reports and factsheets;**

- Ensure data is correctly prepared for analysis;
- Conduct data analysis according to SOPs and data analysis plans;
- Maintain clear and tidy data analysis sheets;
- Ensure quality and accuracy of technical information as well as user-friendliness of outputs;
- Draft ad hoc, monthly, quarterly trends, quarterly population and thematic reports in Adobe InDesign;
- Incorporate internal feedback following country-level, HQ-level and CCCM review;
- Draft dissemination emails for sharing finalised outputs with REACH partners.

3. **Providing support to the project focal point as and when needed in development of ISMI methodology; KoBo tools; proposal writing; donor report writing; monitoring and evaluation; and broader strategy;**

- Support in the creation and tailoring of KoBo tools, paper forms and training resources for new and revised assessments;

- Support in drafting methodology notes and ToRs for regular ISMI assessments and standalone thematic assessments;
- Support in drafting monthly and quarterly donor reports, as well as programme proposals, for REACH Assessment Managers, IMPACT HQ, ACTED, and project donors;
- Conduct monthly monitoring and evaluation for outputs under ISMI (clicks and downloads), and support in development and drafting of reports from user surveys;
- Engage in internal country-level meetings and discussions with HQ around development of ISMI methodology, assessments, tools, processes and broader strategy.

4. Researching and disseminating daily news updates for Whole of Syria;

- Coordinate research across various media sources conducted by project teams;
- Draft clear and accurate summaries of the most relevant displacement, national and international context updates.

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

- Support at various stages on other research cycles, including 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's degree in relevant discipline;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent analytical skills – ability to situate findings within a wider context;
- ❖ Strong Excel skills and experience with working with large data sets;
- ❖ Ability to operate in a cross-cultural and cross-country environment;
- ❖ A self-starter with a strong existing ability to work independently;
- ❖ Flexible and comfortable with constant change - should be happy to work on several tasks and understand that tasks are likely to change as context and priorities change;
- ❖ Fluency in English required.

DESIRABLE

- ❖ Experience in Adobe InDesign;
- ❖ Experience with KoBo Collect;
- ❖ Experience with Python or other coding language;
- ❖ Experience with all parts of the research cycle;
- ❖ Prior knowledge of the Syrian context/wider region.

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.

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