

Job description

AGORA ASSESSMENT OFFICER IN AFGHANISTAN

(Reference: 19/AFG/AOAG02)

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 AGORA Assessment Officer to support our REACH team in Afghanistan.

Department: AGORA
Position: **AGORA Assessment Officer**
Contract duration: 6 months
Location: Mazar-e-Sharif, Afghanistan
Starting Date: ASAP

COUNTRY PROFILE

IMPACT has been present in Afghanistan since mid-2016, providing a growing evidence base for humanitarian response planning through sectoral, multi-sectoral, and area-based assessments as well as information management services. With bases in all regions of Afghanistan, IMPACT is looking to build on its experience and established relations to further increase its geographic and thematic coverage. To this end, IMPACT launched its development-oriented AGORA programme in Northern Afghanistan in September 2018. In the post-2001 era, state reforms focused on strengthening the central government and ensuring centralised processes for planning and public financial management. This approach has had adverse implications on local development. Insecurity, poor governance, poor management of natural resources, unavailability of basic services, poor market access, feed into one another and compound the overall instability and poverty. There is hence a clear need for an integrated, long-term response that addresses these factors while leveraging potential development vectors.

As such, the AGORA project will address these issues through broad-based social mobilization and inclusion, with a focus on women and youth. The project's rationale is to tackle the root causes of instability and poverty in Faryab, Jawzjan, Balkh, and Samangan provinces by creating a conducive environment for the active participation of local authorities and citizens in community-driven initiatives that contribute to improving basic service delivery and livelihood security. The project will contribute to achieving inter-linked desired outcomes, increasing citizens' trust in the State and improving basic service delivery, with a focus on clean water, health, energy and transportation.

POSITION PROFILE

FUNCTIONS

Under the supervision of the Country Focal Point in Afghanistan and of IMPACT's HQ in Geneva, the AGORA Assessment Officer is responsible for the management and implementation of AGORA-specific assessments in Northern Afghanistan, including their preparation, implementation, analysis, and follow-up. S/he is also responsible for related logistics, partner coordination, reporting, and finance requirements and will be required to provide input to the strategic development of AGORA in country.

In his/her mission, the AGORA Assessment Officer will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

Responsibilities

The AGORA Assessment Officer's responsibilities include:

- In coordination with the Country Focal Point, designing and implementing AGORA assessment strategy and research cycle;
- For each assessment, draft ToRs, ensure that they are approved by management (including Geneva HQ), understood and used by assessment staff and stakeholders, and updated as required;
- Ensure the writing of timely and accurate assessment outputs, which comply with IMPACT's guidelines;
- Keep track of all project and program assessment and research schedules;
- In partnership with the GIS team (including Geneva HQ), ensure that collected data is geo-referenced enabling the production of maps;
- Ensure regular reporting on assessment progress and participate in coordination meetings;
- Support the development/revision of assessment / program strategies, reports or new proposals;
- In coordination with the Country Focal Point, establish working relationships with relevant operational partners in Northern Afghanistan (UN Agencies, NGOs, donors, local authorities and service providers)
- Other tasks falling within IMPACT's functions as requested by supervisors.

1. AGORA Assessment Management and Coordination

Objective 1.1: Management of assessments process

The AGORA Assessment Officer is responsible for designing the methodology and tools associated with each assessment, according to IMPACT requirements and principles. He/she will manage the planning, implementation, and follow-up of all AGORA and projects specific assessment activities conducted in country. The AGORA Assessment Officer is required to contribute to the preparation and follow up of the Project Management Framework and ensure that activities are properly coordinated and implemented as per the Project Cycle

Management. The AGORA Assessment Officer shall manage logistics, financial, administration and HR processes directly related to AGORA and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in all AGORA interventions.

Objective 1.2: Implementation

The AGORA Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment and database tools with the AGORA team. This will specifically include, with the GIS/DB team, designing of data collection tools (household surveys, focus groups, and more) as well as the development, analysis and review of databases.

Objective 1.3: Coordination

The AGORA Assessment Officer shall provide technical support to the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required AGORA input to ACTED projects for added-value.

The AGORA Assessment Officer is responsible for the timely and accurate preparation of narrative and financial reports related to AGORA activities in country through close liaison with the Project Development and Finance departments. The AGORA Assessment Officer shall liaise with other AGORA Officers in the region and throughout IMPACT Initiatives' and ACTED's networks to provide and receive support in the expansion of AGORA globally.

2. AGORA Reporting

The AGORA Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into AGORA products such as factsheets, reports and briefs using standard formats. He/she will liaise with Geneva and Regional GIS/DB Specialists in order to represent data in interactive web map or static map format, as relevant.

The AGORA Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information. He/she will ensure that assessment reports contribute to aid coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

3. Staff Management

The AGORA Assessment Officer is responsible for day-to-day management of project and field staff both directly and remotely. He/she is expected to guide and direct AGORA staff and prepare and follow up work plans with each staff member that directly reports to him/her. The AGORA Assessment Officer will be required to take the lead in the recruitment of AGORA assessment staff in coordination with the ACTED HR Officer.

Confidentiality

The AGORA 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 IMPACT and its partners, or collected during his/her assignment with IMPACT.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Established quantitative analytical skills;
- At least 1 year of relevant working experience in humanitarian settings;
- Excellent communication and drafting skills for reporting and external coordination;
- Ability to operate in a cross-cultural environment requiring flexibility;

- Ability to operate in a complex and challenging security environment;
- Fluency in English required;
- Advanced skills in Excel as well as SPSS, R or related statistical programming;
- Ability to work independently.

DESIRABLE

- Experience using GIS mapping software (e.g. ArcGIS);
- Knowledge of qualitative analysis and related analytical software (e.g. NVivo);

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance provided in country by IMPACT's partner ACTED
- 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

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