

## Job description

### REACH ASSESSMENT OFFICER IN BANGLADESH

(Reference:19/BGD/AO01)

#### 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 Officer to support our REACH team in Bangladesh.**

<b>Department:</b>	REACH
<b>Position:</b>	<b>REACH Assessment Officer</b>
<b>Contract duration:</b>	6 months
<b>Location:</b>	Cox's Bazar, Bangladesh
<b>Starting Date:</b>	ASAP

#### POSITION PROFILE

##### FUNCTIONS

Under the supervision of the REACH Country Coordinator, the REACH Protection Assessment Officer is responsible for the management and implementation of REACH protection assessments in Bangladesh including their preparation, implementation and follow-up. He/she will also be responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in Bangladesh. S/he will also be responsible for liaising with relevant stakeholders, including the protection sector and other key stakeholders.

#### **Summary**

The REACH Protection Assessment Officer shall be responsible for:

- Design and implement REACH protection assessment strategy and methodology and corresponding analytical frameworks in collaboration with local partners;

- Provide information management support through in-depth data analysis, technical training development, macro development, IM platform management, and/or geo-referencing, when possible.
- Ensuring the writing of timely and accurate assessment reports and factsheets with integration of sector and/or partner feedback;
- Manage project timeframes and assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Supporting the development/revision of protection 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;
- 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-referenced

## 1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessments process

The REACH Protection Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment, database and GIS tools with the REACH team. This will specifically include, with the GIS/Data Base team, designing of data collection tools (household surveys, focus groups, and more); development or review of databases.

REACH is planning to develop a protection assessment with displaced communities in various locations in Bangladesh; the REACH Protection Assessment Officer is responsible for leading the design of the methodology and tools associated with protection assessments, according to REACH requirements and principles. S/he will manage the planning, implementation, and follow-up of all REACH and projects specific assessment activities conducted in country.

The REACH Protection Assessment Officer will need to support logistics, financial, administration and HR processes directly related to REACH and liaise accordingly with the relevant ACTED counterpart. S/he is directly responsible for the implementation of proper ACTED FLAT procedures in all REACH interventions.

- Objective 1.2: Implementation

The REACH Protection Assessment Officer is responsible for contributing to the implementation of assessment projects and in close coordination with REACH teams and protection sector working group providing support to the development of assessment and database. This will specifically include, with the GIS/DB team, designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures; and analysis of spatial and other information to contribute to reports and the like.

- Objective 1.3: Coordination

The REACH Protection Assessment Officer shall provide technical support in coordination 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 REACH input to protection actors for added-value.

The REACH Protection Officer is responsible for the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments.

The REACH Protection Officer is responsible for liaising with REACH partners for projects jointly run partner organisations in which REACH play a key role in coordination and information management.

## 2. REACH REPORTING

- Objective 2.1: Assessment Reporting

The REACH Protection Officer is responsible for consolidating all analyses and conclusions from each assessment into REACH 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 REACH Protection 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.

- Objective 2.2: Programmatic Reporting

He/she will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up, in coordination with the REACH Country Coordinator.

The REACH Protection Officer will also store, organize and disseminate assessments, project documents and best practices among ACTED and IPs.

## 3. REACH HR MANAGEMENT

- Objective 3.1: Staff Management

The REACH Protection 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 REACH staff and prepare and follow up workplans with each staff member that directly reports to him/her. The REACH Protection Assessment Officer will be required to take the lead in the recruitment of REACH assessment staff in coordination with the ACTED HR Officer and REACH Country Coordinator. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertake interviews.

The REACH Protection Assessment Officer will ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.

- Objective 3.2: Internal Capacity Development

The REACH Protection Assessment Officer is responsible, in coordination with the Country Coordinator, for the development and implementation of capacity training plans for REACH assessment and field team members. He/ she is responsible for setting clear and personalised development goals, and designing training and mentorship plans to assist team members in professional development.

## 4. REPRESENTATION

- Objective 4.1: External Coordination

Representation of REACH in multi-sector meetings/ technical working groups in country and follow up on technical issues identified in sector meetings. This specifically will include liaising with external partners to identify potential for data sets to be integrated into existing databases and mapped to support the coordination of the broader humanitarian community.

More generally, the REACH Protection Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of REACH and ACTED's mandate, ethics, values and stand-point with regard to other actors.

## ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about REACH and ACTED programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH and ACTED staff member.

## REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ Excellent analytical skills;
- ❖ At least 1.5 years of relevant working experience in humanitarian settings;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent team management skills;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Ability to operate in a complex and challenging security environment;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Prior knowledge of the region an asset;
- ❖ Fluency in English required;
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software;
- ❖ Ability to operate SPSS or related statistical programming an asset;
- ❖ Ability to work independently.
- ❖ Knowledge of protection concepts is an asset
- ❖ Ability to speak Arabic is an asset

## CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free 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>