

Job description

REACH ASSESSMENT OFFICER – FOOD SECURITY AND LIVELIHOODS IN SOUTH SUDAN

(Reference: 19/SSD/AOFSL02)

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 South Sudan.

Department: REACH

Position: REACH Assessment Officer

Contract duration: 6 months

Location: Juba, South Sudan but with minimum 25% of the time in field and deep field settings

Starting Date: ASAP

COUNTRY PROFILE

IMPACT, through its own activities, or through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectorial needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State. IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and touched a total of more than 20,000 households. Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs Assessments of conflict affected areas, providing mapping and monthly

service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments.

2018 has seen the expansions of both IMPACT and REACH programming to 10 out of 10 states, spanning the refugee, IDP and development responses, and covering diverse activities such as cross-border port monitoring, assessments of hard to reach areas, flood mapping and vulnerability analysis, market monitoring and supply chain analysis, analysis of tensions and conflicts over access to natural resources, and third party monitoring of humanitarian and development programming.

Project:

The FSL Assessment Officer will be responsible for continued development and maintenance of the Integrated Needs Tracking (INT) system, a multi-sectoral information management and analytical framework developed by REACH with technical input from multiple agencies and clusters, and the Shocks Monitoring Index. In addition, the FSL Assessment Officer will be responsible for analysing REACH FSL data and collaborate with FSL partners on standardized tool development and analysis. This will be used to inform the prioritization and understanding of the food security situation in South Sudan, specifically ensuring regular and reliable data is fed into the IPC process in-country. When requested by the Needs Analysis Working Group (NAWG), the assessment officer will be expected to conduct rapid assessment in priority “hot spot” food security areas. Further the assessment officer will be expected to conduct trainings on assessment methodology and ODK mobile phone data collection to FSL cluster partners.

POSITION PROFILE

FUNCTIONS

Under the supervision of, and in close coordination with, the assessment manager for the FSL, WASH, Health and Nutrition Unit, IMPACT Country Coordinator and IMPACT HQ in Geneva, the REACH FSL Assessment Officer will be responsible for the management and implementation of South-Sudan wide food security analysis using the REACH Area of Knowledge data collected on a monthly basis. He/she will be responsible for the implementation and completion of the Integrated Needs Tracks system and Shocks Monitoring Index. Moreover, he/she will be responsible for the implementation and completion of all REACH activities requested by the NAWG, including designing, planning, data collection and analysis of rapid food security assessments. He/She will be responsible for engaging with cluster partners, assisting in FSL related tool design, and provide technical support in validating and analysing FSL data during the IPC. 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 country and region.

Summary

The REACH FSL Assessment Officer shall be responsible for:

- Under the guidance of the assessment manager for the FSL, WASH, Nutrition, and health unit, compile and analyse available REACH data related to food security to produce countrywide food security situation
- In collaboration with the REACH GIS officer, continued development, implementation and dissemination of the Integrated Needs Tracking system, including engaging with technical experts for feedback.
- Development and implementation of the Shocks Monitoring Index.
- Actively advocate for the establishment of a community of practice around common methodologies, tools and analysis.
- Actively participate in regular FSL cluster and FSL Analysis working group meetings.

- Responsible for food security rapid assessments - including assessment design and execution, mobile data collection, and IM best-practices - which focus on building FSL partner capacity to fill information gaps for IPC analysis.
- Working in close collaboration with South Sudan Food Security and Nutrition Monitoring System partners in the design, implementation, data cleaning and analysis survey.
- Engage and provide technical support during IPC workshops, including training, planning and preparing REACH teams for the workshop.
- Provide technical backstop for other REACH Assessment officers regarding correct FSL terminology and analysis.
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives
- Coordinate logistical aspects of assessments with partner organisations; manage and direct data collection teams in the field
- Provide oversight of data analysis and reporting from the collaborative assessments
- Ensure the writing of timely and accurate assessment reports and factsheets from collaborative assessments
- Work to ensure the harmonisation of FSL-related indicators between the FSL Cluster common tool and other critical, nation-wide assessments (REACH AoK, IOM VAS, ICWG IRNA, FSNMS, SMART).
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- In coordination with the 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 IMPACT Headquarters.

1. ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Technical support for Activity 3 and 4 of the Humanitarian Information Systems – Strengthening evidence-based decision making in South Sudan - HARISS Programme

The Assessment Officer, in close collaboration with the assessment manager and GIS officer, is responsible for the continued development and implementation of both the Integrated Needs Tracking system and the Shocks Monitoring Index. The Assessment Officer will have to work closely with technical partners to acquire the data, update the system, and disseminate the information to NAWG and partners. He/She will also need to continuously monitor the system to ensure it is successfully performing its designed function and field feedback from technical partners for adjustments. He/She will also be required to coordinate, design and conduct verification assessments in locations identified at being of risk of high levels of food insecurity or experienced a recent shock.

- Objective 1.2: Analysis of monthly REACH food security data

The Assessment Officer, in close coordination with FSL Cluster Partners, assessment manager, and IMPACT Global team, is responsible for aggregating monthly food security data into South Sudan wide food security profiles sharable with external partners and according to REACH reporting and formatting guidelines.

- Objective 1.3: Support at IPC workshops

The Assessment Officer, in close coordination with the assessment manager, is responsible for regular attendance and participation in IPC workshop, providing support for the group in analysing South Sudan wide food security, including REACH AoK data, market data, and FSNMS data to provide a joint FSL cluster

understanding of priority areas for FSL responses. He/She will also be responsible for planning and providing guidance to other REACH Assessment and field officers for the IPC workshops.

- Objective 1.4: Provide technical support to FSL partners on tool design, implementation and analysis

The Assessment officer will work closely with the FSL cluster and partners to continue to streamline the FSL modules used in data collection, including but not limited to ad-hoc rapid assessments, IRNAs, FSNMS, and SMART surveys. In collaboration with the assessment manager, the FSL Assessment officer will provide support to agencies on analysing FSL data.

- Objective 1.5: Design and facilitate partner training workshops

The Assessment Officer, in close coordination with the IMPACT Country Coordinator, is responsible for design and facilitating partner training workshops which will be used to build the capacity of FSL partners of data collection and methodology. Workshop will cover topics including, but not limited to: identifying assessment locations; sample selection; collecting data using ODK; cleaning and managing quantitative data; analysing, visualising and reporting on quantitative data.

- Objective 1.6: Conduct rapid food security assessments (as requested by FSL cluster or NAWG)

The Assessment Officer, in close coordination with the assessment manager, is responsible for coordinating rapid assessment logistics with partner organisations, identifying assessment areas, managing the data collection and cleaning processes, analysing and reporting on findings, and managing assessment budgets.

2. REACH REPORTING

The Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into IMPACT products such as factsheets, reports and briefs using standard formats. The 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.

He/she will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up.

The Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among partners and potential partners. He/she will coordinate timely and accurate reporting to IMPACT.

3. HR MANAGEMENT

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

The 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 IMPACT.

4. REPRESENTATION

Representation of IMPACT in cluster and multi-sector meetings/ technical working groups in country and follow up on technical issues identified in cluster meetings in other parts of the country. 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.

The Assessment Officer will further represent IMPACT vis-a-vis current and potential donors and communicate relevant information to the IMPACT Country Coordinator. He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level.

More generally, the Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of IMPACT'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 IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

REQUIREMENTS

- ❖ A good sense of humour about bugs and bucket showers required;
- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ Excellent analytical skills;
- ❖ At least 2 years' experience working in humanitarian settings required;
- ❖ At least 6 months' experience leading FSL related assessment required;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent team management skills;
- ❖ Ability to implement multi-sectoral assessments, both qualitative and quantitative.
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Familiarity with early warning systems
- ❖ Familiarity with the IPC – level 1 certification an asset
- ❖ 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, related statistical programming required
- ❖ Ability to operate R is an asset

- ❖ Ability to operate GIS is an asset;
- ❖ High level of autonomy and willingness to spend time in deep field locations during rapid assessments away from IMPACT/ ACTED support;
- ❖ Ability to work independently.

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>