

## Job description

### ASSESSMENT / IM MANAGER – SUPPORT TO RAPID RESPONSE MECHANISM IN NIGER

(Reference: 19/NIGER/AMRRM01)

#### 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 an IMPACT Assessment Manager to support our IMPACT team in Niger.**

**Department:** IMPACT- Information management / Rapid Response Mechanism  
**Position:** **IMPACT Assessment / IM Manager**  
**Contract duration:** 6 months  
**Location:** Niamey, Niger  
**Starting Date:** ASAP

#### COUNTRY PROFILE

REACH has been present in Niger since 2012, where it has contributed to humanitarian coordination and strategic planning through the mapping of socio-economic infrastructure, sectoral, and multi-sectoral assessments, particularly in the Diffa region. In fact, REACH assessments were referred to 21 times in the 2019 Niger Humanitarian Needs Overview. Moreover, REACH provides information management support to a wide range of humanitarian actors in Niger in the form of mapping, trainings and targeted advice. REACH works closely together with humanitarian coordination structures and plays an active role in the UNOCHA-led Information Management Working Group, for which REACH is likely to be co-chair from mid-2019, and it provides support to information management for the Rapid Response Mechanism in the country.

## POSITION PROFILE

Under the supervision of the IMPACT Country Focal Point in Niger, the IMPACT Information Management (IM) Manager will be responsible to supervise the IM projects implemented by REACH Initiative in Niger. In particular, he/she would be supporting the IM Working Group (IMWG), co-chaired with OCHA, assisting the IM needs of the humanitarian community in Niger. In addition, he/she will be supporting IM needs in the context of the Rapid Response Mechanism (RRM), a consortium of ACTED, IRC, DRC and ACF, for which IM is coordinated by UNICEF and supported by REACH. The IM Manager's tasks would include external engagement and as well as the development and revision of assessments tools, in close collaboration with cluster coordinators, partners, IMWG members, and other relevant humanitarian coordination structures and working groups. The IM Manager will ensure regular training to partners' assessment team to guarantee that data collected matches REACH standards in terms of quality and reliability.

In the context of the RRM, this person will be responsible for reviewing key tools and processes related to information management, as well as designing and performing analyses on available data from partner organisations to detect trends and measure the performance of the RRM. This review will be closely coordinated with the RRM partners and the humanitarian clusters. Based on the review, the IM Manager will propose improvements that allow for easy implementation and rapid data collection. He/she will also monitor data collection to identify inconsistencies, and offering solutions and best practices to address recurring issues. The IM Manager will train on a regular basis RRM field teams and RRM partners in information management tools and practices, including Kobo and Excel. In addition, the IM Manager will organise trainings provided by other IMPACT team members or external partners for the RRM consortium, for example in GIS software.

He/she will supervise the rapid production of static maps on targeted crisis and issues as well as providing required inputs for the development of mapping solutions. The IM Manager will work in close collaboration with partners and existing GIS structures (such as in the framework of the IMWG), to ensure compilation and revision of existing datasets. He/she supervise the production of maps on request to support data collection and analysis, as per REACH standards.

The IMPACT IM Manager will **co-chair the Niger IMWG** to identify humanitarian IM needs and define IM strategy in the country (IMWG ToRs, referential data to set up). He/she will be called to take part to IMWG projects, including capacity building and IM support to other humanitarian partners.

Finally, the IM Manager will **respond to information requests from IMPACT and its partners**. He/she will maintain regular interactions and reporting with key IM partners including cluster lead agencies, UN agencies, NGOs and technical partners. He/she will respond to information requests from IMPACT partners in country related to GIS data and mapping as well as solicit information from partner organizations to be incorporated into database. He/she will liaise with these partners to ensure the data is shared with IMPACT MIS team when required.

## FUNCTIONS

Under the functional supervision of the IMPACT Country Focal Point in Niger, the Assessment Manager is responsible for the management of REACH IM support activities (Niger/Mali/Burkina Faso), in particular in relation to the IMWG and the RRM in Niger, including implementation, resource mobilization and management, partnership framework, dissemination and evaluation. He/she directly supervises all Assessment staff and plays a key role in the development and implementation of all Sahel (Niger / Mali / Burkina) REACH IM /RRM strategy.

In his/her mission, the Assessment Manager will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

The Assessment manager will interact on regular basis with the RRM Coordinator and will work closely with the RRM partners and IMPACT HQ. These relations will also extend to ACTED country staff including Project Development, AMEU and Area Coordinators.

Externally, the Assessment officer will be expected to liaise with OCHA, the cluster IM and coordinators, national and international partners, notably IM focal points in NGOs, UN agencies and clusters.

## RESPONSIBILITIES

In coordination with the Country Focal Point, the Assessment Manager is responsible for (1) the overall management of Sahel (Niger / Mali / Burkina) REACH IM /RRM Information Management activities, (2) for the management of the Information Management unit, and plays a key role in (3) external relations and (4) the development and implementation of REACH IM /RRM strategy in Sahel (Niger / Mali / Burkina). More specifically:

### 1. Management of all Information Management activities

#### *1.1 Assessment Preparation and Planning:*

- Ensuring that all IM activities are planned in line with relevant project and program objectives and with REACH IM /RRM's approach and other relevant standards and guidelines;
- Ensure that required secondary data analysis has been conducted in preparation of an assessment;
- Review each activity with the Country Focal Point and prepare ToRs, where relevant, before any activity begins
- Ensure engagement with GIS teams on GIS requirements of IM activities;
- Keep track of progress and delays of all confirmed activities from their conception until their closure. Ensure that delays or identified challenges for specific activities are reported in writing and orally in a timely manner;
- Ensure relevant stakeholders and partners are engaged in activities' design and planning.

### *1.2 Data collection and management*

- Ensure that Country Focal Point is alerted to any issues that prevents full implementation of the activities; ensure that all changes are documented throughout implementation;
- Ensure logistics, financial, administration, security and HR processes directly related to REACH have been appropriately implemented and coordinated with the relevant ACTED departments.
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines
- Ensure that meaningful techniques are used for data analysis;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.

### *1.3 Product drafting*

- Maintain regular communication with IMPACT HQ on progress and deadlines for outputs;
- Ensure the drafting of timely and accurate assessment outputs (i.e. reports, factsheets, etc.), which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to IMPACT HQ for validation;
- Ensure that all written products are validated by IMPACT HQ before external release.

### *1.4 Product dissemination and evaluation*

- Under the direction of the Country Focal Point, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Under supervision of IMPACT HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the Country Focal Point to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

## **2. Management of Assessment Team**

- Conduct regular meetings with all unit members to assess progress in all activities;
- Bilateral management of international and senior national assessment team members, including (in consultation with Country Focal Point) the conduct of appraisals, as well as participation in staff career management;
- In coordination with Country Focal Point, conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- Support to the IMPACT Country Focal Point in the development and implementation of capacity training plans for REACH assessment and field team member;
- Be available to provide regular support and technical backstopping;
- When relevant, support/ lead staff appraisal and recruitment process in collaboration with Country Focal Point.

### 3. External relations

- In coordination with the Country Focal Point, ensure that relevant partners are consulted and involved at all stages of IM activities.
- In coordination with the Country Focal Point, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate;
- In coordination with the Country Focal Point, represent REACH/IMPACT in technical external engagements beyond regular meetings of the IMWG and the RRM;
- Support the IMPACT Country Focal Point in external engagement in relation to REACH/IMPACT strategy or (when requested and with focal point) to fundraising and grants management.

**4. Strategy Development and Implementation.** In support to the Country focal Point, the Assessment Manager will actively contribute to the development of the REACH IM /RRM strategy in Sahel (Niger / Mali / Burkina). In particular s/he will support in identifying and concretising:

- The need for IM activities, in line with humanitarian priorities
- Synergies with other assessment and knowledge management actors
- Strategic partnerships with key humanitarian stakeholders and decision makers
- Key events / milestones that should be informed
- Advocacy and dissemination strategies to strengthen the impact of our work
- Support in the preparation and follow up of country level internal strategic workshops and plans
- Engagement with IMPACT HQ in global level strategic priorities

### 5. Others

- Support the Country Focal Point in drafting of relevant project narrative and financial reports;
- Maintain an oversight of budget availability and expenditure for assessment activities for which s/he is responsible;
- Other tasks as requested by supervisors.

### KEY PERFORMANCE INDICATORS

- Institutional engagement in research process:
  - # and type of actors participating in various steps of IM activities
  - Reported level of satisfaction by IMWG and RRM members, as well as other humanitarian actors involved in the activities
- Use of IM products and activity outputs to inform aid response:
  - # and type of actors accessing and using drafted research products
  - Reported level of satisfaction by actors using IM outputs
  - # of key events/ milestones influenced by REACH IM support
- Human Resource management
  - Retention rate among supervised national and international staff

- Progression in performance of supervised staff

## ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities IMPACT and partners 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.

## CONFIDENTIALITY AND DATA PROTECTION

The Assessment Manager 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;
- ❖ Excellent analytical skills;
- ❖ At least 4 years of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes;
- ❖ Field/humanitarian experiences needed, in monitoring and evaluation, NGOs, or other similar relevant sector;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent team management skills;
- ❖ Experience with stakeholder engagement;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Prior knowledge of the region an asset
- ❖ Fluency in French required, English is an asset
- ❖ Ability to operate Microsoft Word, Excel and Project Management Software.
- ❖ Ability to operate Kobo, SPSS or related statistical programming, coding and GIS software is an asset
- ❖ Ability to multitask with tight deadlines, on numerous research cycles;
- ❖ Ability to work independently and manage people remotely.

## 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