

Job description

REACH ASSESSMENT OFFICER IN NIGERIA – HARD TO REACH

(Reference: 19/NGA/AOH2R01)

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 Nigeria.

Department: REACH

Position: REACH Assessment Officer – Hard to reach areas

Contract duration: 6 months

Location: Maiduguri, Nigeria (with occasional travel to Abuja and field locations, security permitting)

Starting Date: ASAP

COUNTRY PROFILE

REACH has been present in Nigeria since 2017, providing a growing evidence base for humanitarian response planning through sectoral, multi-sectoral and area-based assessments as well as information management services. In 2019, REACH is looking to continue to provide the humanitarian community with relevant and reliable information to strengthen strategic programming and needs-based targeting in Northeast Nigeria.

POSITION PROFILE

REACH is seeking an experienced candidate, who has previously designed and implemented mixed-methods assessments – ideally in a humanitarian setting. The candidate should be capable of synthesizing qualitative, quantitative, and geospatial information to write clear, engaging reports conveying the results of the Hard to reach

assessment. The candidate should also be comfortable representing REACH in multi-sector meetings and able to coordinate and liaise with external partners on technical issues.

PROJET PROFILE

The crisis in North-East Nigeria is now in its 9th year, with 1.81 million people displaced across the three states of Borno, Yobe, and Adamawa. Borno state hosts the largest proportion of these (1.475 million people)¹. Additionally, UN OCHA estimates that 823,000 individuals remain isolated in areas difficult for the humanitarian response to access and with limited access to basic services such as health care and education. Specific conditions and needs of the population in hard to reach settlements remain unknown, and population figures, well as demographic composition and status (non-displaced, IDP, returnee), are formulated with little actual knowledge of the situation.

Given the potential for critical levels of humanitarian needs in hard-to-reach areas, gained through REACH's assessments and evidenced by the conditions of newly arrived IDPs from these areas, it is evident that the lack of regular, reliable and predictable information on the scale of population, their needs and conditions in Hard to reach areas is limiting the capacity of humanitarian organizations to both advocate for access and appropriately plan a response. To be able to properly position materials in accessible displacement locations to serve the needs of the newly displaced, a better understanding of the needs of arriving populations, as well as the potential scale and timing of influxes of new arrivals, must be better known. This information will also be critical to appropriate planning of initial emergency response to newly accessible areas

The Hard to reach project relies collecting, aggregating, analysing and disseminating data from key informant interviews and focus group discussions with newly arrived Internally Displaced Persons who possess recent knowledge of conditions in hard-to-reach settlements. Data has been collected on a continuous basis since November 2018.

FUNCTIONS

Under the supervision of the Country Focal Point in Nigeria and of IMPACT's HQ in Geneva, this REACH Assessment Officer will be responsible for the management and implementation of Hard to reach assessments. S/he will be responsible for ongoing data analysis and coordination with REACH/Nigeria's field teams, database officers, and GIS officers to produce bimonthly situation overviews, monthly fact sheets, and in-depth annual reports. S/he will also be responsible for proactive dissemination of Hard to reach products and for collaborative data triangulation with partners via joint analysis workshops.

The REACH Assessment Officer's responsibilities include:

- Oversee implementation of the Hard to reach assessment in Northeast Nigeria in coordination with the Country Focal Point;
- Conduct integrated analysis using quantitative, qualitative, and geospatial data, in combination with awareness of regional variations and security developments in the areas of interest;
- Report results in monthly factsheets, bimonthly situation overviews, and annual reports, in addition to possible rapid assessments and ad-hoc requests concerning hard-to-reach areas;
- Oversee and validate the Hard to reach data processing cycle in coordination with the Data team (including Geneva HQ);
- Design and produce maps in coordination with the GIS team (including Geneva HQ);
- Coordinate with the REACH field manager to monitor implementation of Hard to reach field activities;
- Ensure that Hard to reach assessments are planned and implemented in line with project and program objectives, REACH's research cycle, and other relevant guidelines;
- As needed, visit data collection sites to oversee routine data collection or pilot test potential changes;

¹ IOM DTM, DTM Nigeria Baseline Dashboard – Round 25 (October 2018) <https://displacement.iom.int/reports/nigeria-%E2%80%94-displacement-dashboard-25-october-2018>

- Potentially oversee expansion to new data collection sites;
- Write timely and accurate assessment outputs in compliance with REACH's guidelines;
- Actively disseminate Hard to reach results via humanitarian coordination meetings;
- Represent REACH externally with partners and the wider humanitarian community through sectoral working groups;
- Support the revision of assessment strategies in response to feedback from field teams and lessons learned;
- Ensure that project Terms of Reference are understood and used by assessment staff and stakeholders, and updated as required;
- Keep track of the project schedule, and ensure that any identified problems are reported in a timely manner;
- Other tasks falling within REACH's functions as requested by supervisors.

In his/her mission, the REACH 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.

I. DATA COLLECTION, RESEARCH AND ANALYSIS

The Hard to REACH Assessment Officer will be responsible for leading field data collection processes, through the management of an experienced Field Manager and Field Data Collection team. Data is collected and uploaded by field officers and field assistants, received and cleaned by a Database Officer, then analysed by the Hard to reach Assessment Officer via statistical software. The Hard to reach AO is then responsible for aggregating and analyzing data based on the Area of Knowledge Methodology, and gleaning key points to present in factsheets, situation overviews, reports, presentations and memos disseminated to Humanitarian Coordinating bodies such as OCHA and sector organizations such as INGOs, NGOs, CSOs, local coordination groups and traditional leaders.

II. REACH REPORTING

The Hard to reach Assessment Officer will be responsible for consolidating all analyses and conclusions into standardized REACH products such as factsheets, situation overviews, presentations, and reports. S/he will liaise with Geneva and Regional GIS and Database Specialists to represent data in interactive or static maps, as relevant, and will ensure that assessment reports contribute to aid coordination, planning, and the general base of field knowledge in Northeast Nigeria.

S/he will write timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information as well as the confidentiality and protection of collected information. This includes responsibility for following the designated timelines of submissions to project partners and donors.

III. STAFF MANAGEMENT

The REACH Assessment Officer is responsible for day-to-day management of project and field staff both directly and remotely. S/he is expected to guide and direct REACH staff, prepare and follow up on collaborative project work plans, and to keep field teams updated on the broader results of their work. This will include regularly confirming that all field teams are comprehensively briefed regarding expected outputs, that the overall implementation strategy is clearly understood, and that project field staff complete all necessary documentation in line with program requirements set by REACH. S/he will also support capacity building initiatives within the broader REACH/Nigeria mission.

IV. COORDINATION

The REACH Assessment Officer shall provide technical support to humanitarian sectors for implementation of project activities as they utilize REACH data, potential operationalization of Hard to reach results, and any other potential value-add to sector projects. S/he is responsible for the timely and accurate preparation of internal coordination activities related to Hard to reach activities in Northeast Nigeria, and potentially cross-border activities with Chad and Niger country missions, through close liaison with the Project Development and Finance departments. S/he is directly

responsible for the implementation of proper ACTED financial, logistical, administrative, transparency, and security procedures as relevant to the project.

V. EXTERNAL ENGAGEMENT

Representation of REACH is most commonly required in sector meetings and technical working groups in Maiduguri and/or Abuja. This will include liaising with external partners to identify potential for Hard to reach data to be triangulated with partner datasets or presented to support coordination of the broader humanitarian response.

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

VI. CONFIDENTIALITY

The REACH Assessment Officer will maintain the strictest confidentiality on all data collected and related processes. S/he 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's degree in relevant discipline;
- ❖ Excellent analytical skills, ideally with experience in mixed-methods research design and analysis;
- ❖ At least 1.5 years of relevant working experience in humanitarian settings;
- ❖ Excellent English-language communication and drafting skills for effective reporting and external coordination;
- ❖ Advanced skills in SPSS, STATA, R or related statistical programming;
- ❖ Prior experience with Adobe InDesign and/or GIS is helpful but not required;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Ability to operate in a complex and challenging security environment;
- ❖ Ability to work independently and autonomously;
- ❖ Excellent team management skills;
- ❖ Fluency in English, both written and oral, is required

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>

For examples of outputs from the Hard to Reach Assessment in Syria, South Sudan and Nigeria, please search by country for "Hard to Reach" and "Area of Knowledge" within the REACH Resource Centre:

<http://www.reachresourcecentre.info/>