

## Job description

### REACH ASSESSMENT INTERN IN SYRIA (AMMAN JORDAN BASED)

(Reference: 19/SYR/AI03)

#### 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 Intern to support our REACH Syria team.**

**Position:** REACH Assessment Intern

**Contract duration:** 6 months

**Location:** Amman, Jordan

**Starting Date:** ASAP

#### COUNTRY PROFILE

The dynamic and multi-faceted nature of the Syrian humanitarian crisis has created significant challenges for information management. With 13.1 million people in need within the country as well as 5.6 million refugees outside of the country, the capacity of the humanitarian community to understand and meet the needs of conflict-affected populations is extremely stretched. To respond to a crisis of such scale, timely and comparable information is required across Syria and its neighboring countries. In this context, since 2013, REACH has been working closely in coordination with humanitarian clusters as well as with other national and regional coordination mechanisms such as OCHA and Cash Based Responses Technical Working Group to address information gaps and implement assessments that contribute to informing the humanitarian response. Overall, since the onset of the deployment, REACH has been involved in macro and regional multisectoral assessments, informed cash and voucher programming across Syria through monthly Market Monitoring Exercise, implementation of the CCCM Cluster-led IDP Situation Monitoring Initiative, and conducted rapid assessments in response to contextual changes. More information can be found here: <http://www.reach-initiative.org/where-we-work/ongoing-field-presence/syria>.

## POSITION PROFILE

Under the supervision of the REACH Assessment Officer (AO), REACH Assessment Managers, and IMPACT HQ in Geneva, the REACH Assessment Intern is responsible for supporting all REACH Syria sector assessments and thematic assessments. With sectors being specific technical areas of humanitarian action, REACH Syria will be contributing to the 2020 Humanitarian Needs Overview (HNO) for the Whole of Syria (WoS) by conducting two sector assessments gathering data on Water, Sanitation and Hygiene (WASH) needs in IDP camps and sites, as well as Shelter and Non-Food Items (S/NFI) needs in accessible opposition-held areas. The HNO is published by the UN Office for Coordination of Humanitarian Affairs (OCHA) and REACH Syria will assist in calculating the severity of needs scores and estimating the number of people in need (PIN) for WASH. The REACH Assessment Intern will also be working directly with the WASH and S/NFI Clusters, as well as Cluster members, collecting data that will actively inform the Clusters' programming.

The REACH Assessment Intern will be responsible for:

- Assessment Preparation and Planning;
- Data Collection and Cleaning;
- Writing timely, accurate, and coherent assessment reports and factsheets;
- Researching and disseminating daily news updates for Whole of Syria;
- Providing support to other WoS teams and research cycles as and when needed.

## FUNCTIONS

### 1. Assessment Preparation and Planning

- Support in drafting the Terms of Reference for each sector assessments and thematic assessments;
- Support in the creation and tailoring of Kobo tools, paper forms and training resources;
- Support in drafting donor reports and conducting monthly monitoring and evaluation for previous sector assessments and thematic assessments (clicks and downloads);
- Engage in internal country-level meetings, as well as discussions with HQ and donors.

### 2. Data Collection and Cleaning

- Follow Standard Operating Procedures to ensure timely, consistent, transparent and accurate processing of data;
- Clean and check data with strong attention to detail - identifying inconsistencies, outliers, discrepancies and other data issues;
- Communicate regularly and clearly with field teams to follow-up on any data issues;
- Clearly log all changes to raw data and follow-ups using pre-built macros;
- Identify and troubleshoot issues with MS Excel formula and in certain cases automated scripts.

### 3. Writing timely, accurate, and coherent assessment reports and factsheets

- Ensure data is correctly prepared for analysis;
- Conduct data analysis according to SOPs and data analysis plans;
- Maintain clear and tidy data analysis sheets;
- Ensure quality and accuracy of technical information as well as user-friendliness of outputs;
- Draft reports and factsheets for each sector assessment and thematic assessment in Adobe InDesign;

- Work closely and coordinate with the GIS team;
  - Incorporate internal feedback following country-level, HQ-level and donor-level review;
  - Draft dissemination emails for sharing finalised outputs with REACH partners.
- 4. Researching and disseminating daily news updates for Whole of Syria**
- Coordinate research across various media sources conducted by project teams;
  - Draft clear and accurate summaries of the most relevant displacement, national and international context updates.
- 5. Providing support to other WoS teams and research cycles as and when needed**
- Support at various stages on other research cycles, including rapid needs assessments (RNAs), and camps and sites assessments, depending on capacity gaps in other teams.

#### REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master's degree in relevant discipline;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent analytical skills – ability to situate findings within a wider context;
- ❖ Strong Excel skills and experience with working with large data sets;
- ❖ Ability to operate in a cross-cultural and cross-country environment;
- ❖ A self-starter with a strong existing ability to work independently;
- ❖ Flexible and comfortable with constant change - should be happy to work on several tasks and understand that tasks are likely to change as context and priorities change;
- ❖ Fluency in English required.

#### DESIRABLE

- ❖ Experience in Adobe InDesign;
- ❖ Experience with KoBo Collect;
- ❖ Experience with Python or other coding language;
- ❖ Experience with all parts of the research cycle;
- ❖ Prior knowledge of the Syrian context/wider region

#### CONDITIONS

Field intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, food and travel costs, including return ticket and a luggage allowance of 50kg
- The provision of medical, repatriation and life insurance