

## Job description

### IMPACT HUMANITARIAN MONITORING AND EVALUATION IN NIGERIA

(Reference: 19/NGA/AM02)

#### 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 Humanitarian Programming M&E Manager to support our NENTAD Consortium Third Party Monitoring team in Nigeria.**

**Department:** IMPACT  
**Position:** IMPACT Humanitarian M&E Manager  
**Contract duration:** 6 months  
**Location:** Abuja, Nigeria – with up to 50% travel in Borno, Yobe and Adamawa States  
**Starting Date:** ASAP

#### COUNTRY PROFILE

In North East Nigeria (NEN), the ongoing crisis continues to have a profound impact on the population, leading to displacement both within and out of the region and high rates of unmet needs among internally displaced persons. The conflict additionally exacerbates prior unmet needs among non-displaced and host communities. While the primary driver of the conflict remains violent conflict, including ISWAP, JAS and associated armed opposition groups (AOGs), other underlying factors, such as climate change, poverty, and disease outbreaks, exacerbate need and further complicate aid delivery.

Against the backdrop of this protracted crisis, UNOCHA estimates 7.1 million people in Borno, Adamawa, and Yobe states are in need of humanitarian assistance.<sup>1</sup> Major incidents at the end of 2018 and beginning of

2019, led to mass displacements and severely affected the provision of humanitarian assistance in the region. According to the IOM Displacement Tracking Matrix, more than 1.9 million people were displaced with an estimated 80% being women and children.<sup>2</sup> Currently, Maiduguri, the capital of Borno State, hosts the largest proportion of IDPs (over 1.4 million).<sup>3</sup>

As such, the needs for evidenced-based Humanitarian Aid and the use of donor funding in ways that is judicious and serves the most vulnerable is paramount. The implementation of this TPM programme will reduce risks associated with investments in humanitarian aid by DFID across North East Nigeria through regular, reliable and predictable monitoring of DFID's NENTAD partners' programmes. DFID, and donors in general, face numerous challenges in obtaining accurate, reliable and unbiased information related to their investments in North East Nigeria due to the scale of the response and the complex and volatile context. There are clear and recent reports highlighting the prevalence of aid diversion – a phenomena that lessens the impact of already limited donor funding.

To provide oversight of aid delivery and mitigate risk, the NENTAD TPM Consortium carries out systematic and regular visits to all of DFID-funded NENTAD humanitarian project sites across the Northeast to verify the approach taken by implementing partners in terms of quality and results. Verification and monitoring follows a mixed-methods and multi-pronged approach, centred on risk-reduction and clear accountability to affected populations. The Consortium provides an objective, neutral, standardized and independent view across the entire NENTAD portfolio, with independent evidence that DFID partners are delivering what is expected in terms of results measured by quantifiable indicators and the right quality of delivery. The Consortium will further assess partner monitoring systems, identify weaknesses, and establish a clear road map for strengthening internal accountability, which will translate into the more effective, efficient and transparent delivery of aid.

## POSITION PROFILE

### FUNCTIONS

Under the functional supervision of the IMPACT Country Focal Point in Nigeria and of IMPACT's HQ in Geneva, the IMPACT Humanitarian M&E Manager is responsible for the management of all research and engagement for the 3-year DfID-funded NENTAD TPM Consortium led by IMPACT in north east Nigeria, including implementation, resource mobilization and management, partnership framework, dissemination and evaluation.

DFIDs NENTAD portfolio includes programming in protection, education in emergencies, emergency nutrition, food security and emergency operations and spans Borno, Adamawa and Yobe states. Monitoring of this portfolio has direct influence on DfIDs \$300 million GBP portfolio in the BAY states and engages over 30 international NGOs in implementation. The IMPACT Humanitarian M&E Manager has oversight over this work, directly supervises all TPM Assessment staff, coordinates the activities of all partner staff and plays a key role in the development and implementation of the Consortium's TPM strategy. The position will be based in Abuja, with 50% travel to Borno, Yobe and Adamawa States.

In close coordination with the DFID TPM Consortium Steering Committee and under the direct line management of the IMPACT CFP, the Humanitarian Programming M&E Manager is responsible for (1) the

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overall management of Consortium TPM research cycles, (2) chairs the Consortium Technical Advisory Unit, (3) Grants Management and Reporting, and plays a key role in (4) external relations

## 1. Management of all Research Cycles

### 1.1 Assessment Preparation and Planning:

- Ensuring that all of the consortium's M&E activities are planned in line with relevant project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Provide technical support to the Assessment team on research design, sampling, methodology and analysis plans
- Review and validate M&E ToRs and ensure they are used by assessment staff and stakeholders, and updated as required; Review and validate in close coordination with Consortium Technical Advisory Unit, qualitative and quantitative data collection tools;
- Direct line management of IMPACT assessment officers and Consortium GIS team on requirements of research cycle/ monitoring activities;
- Keep track of progress and delays of all assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

### 1.2 Data collection and management

- Monitor data collection, ensuring its correct implementation in line with agreed TORs;
- Ensure that the Consortium Steering Committee, IMPACT Country Focal Point and IMPACT HQ are alerted to any issues that prevents full implementation of the methodology in line with the agreed TORs; ensure that all changes to the methodology are documented throughout implementation;
- Ensure logistics, financial, administration, security (for IMPACT staff only) and HR processes directly related to data collection activities have been appropriately implemented and coordinated with the relevant ACTED departments;
- Ensure regular situation updates on data collection have been produced and circulated to the Consortium Steering Committee, IMPACT, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process.

### 1.3 Product drafting

- Manage assessment staff toward timely and accurate assessment outputs (i.e. reports, factsheets, flash reports, etc.), which comply with IMPACT's guidelines and quality standards;
- Review and validate all products before they are sent to IMPACT CFP and IMPACT HQ for validation.

### 1.4 Product dissemination and evaluation

- Under the direction of the IMPACT Country Focal Point and in close coordination with the Consortium Steering Committee, engage in the dissemination of monitoring products, targeted e-mails, presentations, meetings, etc, with DfID and their partners as appropriate, and in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Ensure that lessons learned are gathered and documented throughout the life of the research cycle

## 2. Chair Consortium Technical Advisory Unit

- The Assessment Manager will chair all meetings of the Consortium Technical Advisory Unit, which will support the definition of monitoring approaches and outputs, delivery of results, and troubleshooting of monitoring tools and processes
- As a function of the chair, s/he will ensure communication of all meeting decisions, deliberations, outputs, next-steps, etc.. to the Consortium Steering Committee and relevant IMPACT leadership

## 3. Grants Management and Reporting

- Liaise with Consortium finance and reporting units, with oversight from the IMPACT CFP and HQ for timely and accurate submission of reporting documents to DFID
- Support the IMPACT Country Focal Point and ACTED support team in drafting of relevant project narrative and financial reports;
- Maintain an oversight, in close coordination with the IMPACT Country Focal Point and the Consortium Finance Manager, of budget availability and burn-rates for all data collection activities

## 4. External relations

- In coordination with the Consortium Steering Committee, meet with DFIDs NENTAD implementing partner NGOs to ensure they are consulted and involved at all stages of research cycle: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;
- In coordination with the Consortium Steering Committee, present research findings to DfID and partners to enhance their use and impact;
- Prepare and lead the Monitoring Steering Committee quarterly meetings, which include DFID in-country leadership and heads of mission for all DFID implementing partners in the Northeast
- Ensure that external communications with partners and key stakeholders, including DfID and its partners, is conducted and documented as appropriate;

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 5 years of relevant working experience in humanitarian, development or related settings such as research, evaluation, assessments and programmes;
- Experience managing budgets exceeding GBP 1 million;
- Experience coordinating interagency assessments or monitoring activities;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Past experience in the region is desirable;
- Fluency in English required;
- Ability to operate with Microsoft Word, Excel and Project Management Software;
- 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