

Job description

REACH ASSESSMENT OFFICER – MIGRATION TPM – TUNISIA

(Reference: 19/TUN/AOTPM01)

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 Tunisia.

Department: REACH
Position: REACH Assessment Officer Migration TPM
Contract duration: 6 months
Location: Tunis, Tunisia
Starting Date: 15 July 2019

COUNTRY PROFILE

IMPACT, through its inter-agency initiative REACH, has conducted research on people on the move in the wider Mediterranean region since 2015. With a permanent presence in Libya and Tunisia since 2014, and a permanent office in Sicily since 2016, as well as country offices in Niger, Mali and Burkina Faso, REACH conducts qualitative or mixed methods assessments on people on the move in the West, North African and Mediterranean region, frequently involving cross-country assessment and data collection activities. In 2019 IMPACT further expanded its migration programming to include third party monitoring activities of migration related programming in the region

POSITION PROFILE

FUNCTIONS

Under the functional supervision of the IMPACT Migration Assessment Manager and of IMPACT's HQ in Geneva, the Assessment Officer Migration TPM is responsible for the coordination, management, analysis and

follow up of a regional migration third party monitoring exercise (2-year project in total) in Libya and with some support functions in Mali. The position will include both assessment and strong stakeholder relations components and be based in Tunis, Tunisia, with regular travel to Libya and potential travel to Mali.

1. Management of all Research Cycles

1.1 Assessment Preparation and Planning:

- Ensuring that all of the TPM activities are planned in line with relevant project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Adapt research design, sampling, methodology and analysis plans in advance to each TPM activity
- 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 and conduct direct data collection;
- Ensure that the IMPACT Country Focal Point, AM and IMPACT HQ are alerted to any issues that prevent 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 IMPACT, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process.

1.4 Data cleaning and analysis

- Clean data received by field teams and ensure regular follow up systems with field teams
- Conduct both quantitative and qualitative analysis of the data received, through analysis softwares SPSS/STATA and Atlas TI/ NVivo.

1.5 Product drafting

- Draft timely and accurate assessment outputs on the basis of predetermined drafts (i.e. reports, factsheets, flash reports, etc.), which comply with IMPACT's guidelines and quality standards.

1.6 Product dissemination and evaluation

- Under the direction of the AM, 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. External relations

- In coordination with the consortium members and the AM, meet with implementing partners 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;
- Ensure that external communications with partners and key stakeholders, including DfID and its partners, is conducted and documented as appropriate;

Reporting line: The assessment officer, Migration TPM, will report to the IMPACT migration assessment manager, based in Geneva.

REQUIREMENTS

Required:

- Excellent academic qualifications, including a Master's degree, preferably in migration studies
- At least 3 years of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes;
- Mandatory experience in the development of project evaluations, such as M&E, third party monitoring exercises etc
- Mandatory experience in managing complex external stakeholder relations
- Excellent analytical skills with demonstrated quantitative and/or qualitative analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills, including managing and working with teams remotely;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Past experience in the Middle-East, North Africa or Mediterranean region;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Flexibility and willingness to travel in the area of work;
- Strong contextual knowledge of the situation for migrants in the Mediterranean region required;

Desirable:

- Working knowledge of French strongly preferred
- Academic background in Migration Studies or comparable strongly preferred

- Previous research experiences in Europe, North and West Africa on migration a strong asset
- Previous field experience/ direct work with migrants in Europe, North and West Africa a strong asset
- Previous experience in remote research management an asset

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