

## Job description

# REACH CASH AND MARKET ASSESSMENT SPECIALIST – LIBYA

**(Reference: 19/LIB/AS01)**

### 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 Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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, GIS and remote-sensing. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarters is in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff are committed to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

**We are currently looking for a REACH Libya Cash and Markets Assessment Specialist to support our REACH team in Libya.**

**Department:** REACH  
**Position:** **Libya Cash and Markets Assessment Specialist**  
**Contract duration:** 6 months  
**Location:** Tunis, Tunisia  
**Starting Date:** ASAP

## COUNTRY PROFILE

Our team in Tunisia manages our operations based in Libya.

REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH's intervention in Libya has been divided in two phases: during and in the aftermath of the first conflict in 2011-2012, and since 2015. In late 2015, REACH established a full-time presence in country conducting various assessments such as yearly Multi Sector Needs Assessments, regular market monitoring and market assessments.

In 2019, REACH aims to build on existing initiatives, such as its Joint Market Monitoring Initiative, to continue supporting market- and cash-based responses through the Libya Cash Working Group, including the development of joint market and household needs assessments and the creation of related research and information management systems. With partners, REACH has established an assessment framework that allows the humanitarian sector in Libya to verify the feasibility of cash transfers and better understand beneficiary needs, as well as to monitor the price of core market commodities, track potential market distortions and failures, and continually update its standard multi-purpose cash transfer values to reflect the real needs of households in Libya's unstable economy.

## POSITION PROFILE

### FUNCTIONS

Under the supervision of the REACH Country Coordinator, the REACH Libya Cash and Markets Assessment Specialist is responsible for the management and implementation of REACH cash and markets assessments in Libya including their preparation, implementation and follow-up. S/he will also be responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in Libya. S/he will also be responsible for liaising with relevant stakeholders, including the CWG, cash consortia, and other key stakeholders.

## Summary

The REACH Libya Cash and Markets Assessment Specialist shall be responsible for:

- Designing and implementing an overall cash and markets assessment strategy for the REACH Libya mission, developing corresponding analytical frameworks and methodologies in collaboration with local partners;
- Leading on an in-depth market and supply chain assessments including research design, overseeing data collection and analysis as well as writing assessment reports and factsheets.
- Supporting the development/revision of assessment/programme strategies, reports or new proposals;
- Providing information management support to REACH Libya and its partners through in-depth data analysis, technical training development, macro development, when possible;
- Writing and reviewing timely, accurate assessment reports and factsheets that integrate sector and/or partner feedback;
- Managing project timeframes and assessment schedules and working with REACH Libya and partner field staff to design and implement REACH assessment procedures;
- Coordinating and ensuring timely data collection, analysis and, in partnership with GIS/DB team, mapping of datasets and ensuring that all collected data are geo-referenced;
- Liaising with programme staff of other ACTED departments to ensure close coordination is maintained;
- Under the supervision of REACH Country Coordinator, external representation of REACH with donors, partners and the wider aid community via engagement with clusters and sectoral working groups;
- Managing of REACH assessment field staff to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives.

## 1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessment process

The REACH Libya Cash and Markets Assessment Specialist is responsible for managing and contributing to the implementation of all new and ongoing cash and markets assessments on the REACH Libya team, as well as providing support to the development of assessment, database and GIS tools with the REACH team.

The REACH Libya mission runs a monthly Joint Market Monitoring Initiative (JMMI) and plans to expand its repertoire of in-depth market and supply chain assessments, as well as responding to opportunities to conduct other market-related assessments in Libya. The REACH Libya Cash and Markets Assessment Specialist is responsible for leading the design of the methodology and tools associated with each of these assessments, working closely with REACH HQ to align them to REACH requirements and principles. S/he will manage the planning, implementation, and follow-up on all REACH and projects specific assessment activities conducted in country.

The REACH Libya Cash and Markets Assessment Specialist will need to support logistics, financial, administrative, and HR processes directly related to REACH Libya and liaise accordingly with the relevant

ACTED counterparts. S/he is directly responsible for the implementation of proper ACTED administrative procedures in all REACH interventions.

- Objective 1.2: Implementation

The REACH Libya Cash and Markets Assessment Specialist is responsible for contributing to the implementation of assessment projects especially supply chain assessments in close coordination with REACH teams and cash and market working group providing support to the development of assessment and database. This will specifically include drafting and/or reviewing TORs and data analysis plans; contributing to the development of data collection procedures and methodologies; designing and/or overseeing the design of data collection tools (household surveys, focus groups, and more) in conjunction with the GIS/DB team; conducting quantitative and qualitative analysis; and writing and/or reviewing assessment reports and factsheets for publication.

- Objective 1.3: Coordination

The REACH Libya Cash and Markets Assessment Specialist shall provide technical support to all relevant ACTED departments in terms of the preparation of new project proposals, development of programme strategies, reporting on the implementation of project activities, and any other required REACH inputs. S/he will monitor opportunities for future REACH assessments related to cash and markets and make recommendations about which opportunities REACH Libya is best suited to pursue. S/he is also responsible for the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments.

## 2. REACH REPORTING

- Objective 2.1: Assessment Reporting

The REACH Libya Cash and Markets Assessment Specialist is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports and briefs using standard formats. S/he will liaise with specialists in HQ in order to validate all data analysis presented in these products, as well as working closely with HQ to bring these products to a final publishable state.

The REACH Libya Cash and Markets Assessment Specialist is responsible for creating and following the designated timelines for reports to be submitted to project partners and donors. S/he must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information. S/he will ensure that assessment reports contribute to aid coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

- Objective 2.2: Programmatic Reporting

S/he will also manage the drafting of narrative reports for donors on each relevant project and contribute to the development of financial reports through regular budgetary follow-up, in coordination with the REACH Country Coordinator.

The REACH Libya Cash and Markets Assessment Specialist will also store, organize, and disseminate assessments, data collection tools, project documents, and best practices related to cash and markets, and will participate actively in REACH's global cash and markets community of practice.

### 3. REACH HR MANAGEMENT

- Objective 3.1: Staff Management

The REACH Libya Cash and Markets Assessment Specialist is responsible for day-to-day management of all REACH field staff working on supply chain assessments, both directly and remotely. S/he is expected to guide and direct REACH staff and prepare and follow up work plans with each staff member that directly reports to him/her. The REACH Libya Cash and Markets Assessment Specialist will be required to take the lead in the recruitment of REACH assessment staff in coordination with the ACTED HR Officer and REACH Country Coordinator. This will include preparing TORs, planning recruitment needs in advance, and undertaking interviews.

The REACH Assessment Specialist will ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood. S/he will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.

- Objective 3.2: Internal Capacity Development

The REACH Libya Cash and Markets Assessment Specialist is responsible, in coordination with the Country Coordinator, for the development and implementation of capacity training plans for REACH assessment and field team members. S/he is responsible for setting clear and personalised development goals, and designing training and mentorship plans to assist team members in professional development.

### 4. REPRESENTATION

- Objective 4.1: External Coordination

The REACH Libya Cash and Markets Assessment Specialist is responsible for representing REACH in any relevant multi-sector meetings/technical working groups in country, in particular the Libya Cash Working Group and its Markets Taskforce, and following up on technical issues identified in sector meetings. This specifically will include liaising with external partners to identify potential for datasets to be integrated into existing databases to support the coordination of the broader humanitarian community.

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

## REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in economics, international development, or another relevant discipline;
- Excellent analytical skills;
- At least 2 years of relevant working experience in development or humanitarian settings;
- Knowledge or prior experience of issues surrounding cash transfer programming;
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment;
- Familiarity with the aid system and understanding of donor and governmental requirements;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Ability to operate SPSS, R, or related statistical programming an asset;
- Ability to work independently;
- Knowledge or prior experience of market or supply chain analysis;
- Knowledge or prior experience in the region an asset;
- Ability to speak Arabic 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
- Free food and lodging provided at the organisation's guesthouse; housing allowance may also be available, 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