

## Job description

### RESEARCH UNIT MANAGER IN SOMALIA

(Reference: 19/SOM/AM01)

#### 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 Research Unit Manager to support our REACH team in Somalia.**

**Position:** Research Unit Manager

**Contract duration:** One year

**Location:** Hargeisa, Somalia

**Starting Date:** ASAP

#### POSITION PROFILE

##### A. FUNCTIONS

Under the functional supervision of the IMPACT Country Coordinator in Somalia and of IMPACT's HQ in Geneva, the Research Unit Manager is responsible for the management of all REACH research cycles within the thematic unit, including implementation, resource mobilization and management, partnership framework, dissemination and evaluation. He/she directly supervises all Assessment staff and plays a key role in the development and implementation of REACH strategy in Somalia.

In his/her mission, the Unit Manager will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

## B. RESPONSIBILITIES

In coordination with the Country Coordinator, the Unit Manager is responsible for (1) the overall management of REACH humanitarian situation monitoring and durable solutions research cycles, (2) for the management of the Assessment team, and plays a key role in (3) external relation and (4) the development and implementation of REACH strategy in Somalia. More specifically:

### 1. Management of all Unit research cycles (either the Multi Sectorial Unit or the Thematic Unit)

#### 1.1 Assessment Preparation and Planning:

- Ensuring that all assessments are planned in line with relevant project and program objectives and with REACH's research cycle and other relevant guidelines;
- Ensure that required secondary data analysis has been conducted in preparation of an assessment;
- For each assessment, review ToRs before they are sent to Geneva for validation and ensure that ToRs are validated by HQ before any data collection begins;
- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required; Compose and construct, in close coordination with GIS and data management team, qualitative and quantitative data collection tools; ensure engagement with GIS teams on GIS requirements of research cycle/assessment;
- 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 Product dissemination and evaluation

- Under the direction of the Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Under supervision of IMPACT HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

## 2. Project Cycle Management

### 2.1 Project Implementation Follow-up

- Oversee and monitor the implementation of REACH humanitarian situation monitoring projects, ensuring that technical quality and standards are considered and respected during project implementation;
- Support the Assessment officers of to implement all aspects of the project;
- Conduct regular follow-up of work plans, identify and address any delays in a timely and effective manner;
- Monitor output achievement, project expenditure and ensure a timely completion of the project.

### 2.2 Grants Management

- Support the Country Coordinator in drafting of relevant project narrative and financial reports;

- Maintain an oversight of budget availability and expenditure for assessment activities for which s/he is responsible;
- Ensure that contractual obligations are met in terms of programs deliverables;
- Ensure the activities are implemented according to the approved donor and partnership agreement;
- Ensure that donor, IMPACT and ACTED rules and procedures are understood and respected by REACH teams in country, sharing information and conducting training if required on proposed systems and processes for REACH staff;
- Prepare documentation for any project modifications, including budget revisions, amendments or extensions. Ensure such changes are made in close consultation with the IMPACT Country Coordinator;

### 3. Management of Assessment Team

- Conduct regular meeting with all international and senior national Assessment Team members to assess progress in all research cycles and to review work plan;
- Bilateral management of international and senior national assessment team members, including (in consultation with Country Coordinator the conduct of appraisals, as well as participation in staff career management;
- In coordination with Country Coordinator, conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- Support Country Coordinator in the development and implementation of capacity training plans for REACH assessment and field team member;
- Be available to provide regular support and technical backstopping;
- When relevant, support/ lead staff appraisal and recruitment process in collaboration with Country coordinator.

### 4. External relations

- In coordination with the Country Coordinator, ensure that relevant partners 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 Country Coordinator, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate;
- In coordination with the Country Coordinator, represent REACH/IMPACT in technical external engagements related to assessments;
- Support the IMPACT Country Coordinator external engagement in relation to REACH/IMPACT strategy or (when requested and with focal point) to fundraising and grants management.

**5. Strategy Development and Implementation.** In support to the Country Coordinator, the Unit Manager will actively contribute to the development of the REACH/IMPACT strategy in Somalia. In particular s/he will support in identifying and concretising:

- The need for assessments, in line with humanitarian priorities
- Synergies with other assessment and knowledge management actors
- Strategic partnerships with key humanitarian stakeholders and decision makers
- Key events / milestones that should be informed
- Advocacy and dissemination strategies to strengthen the impact of our work
- Support in the preparation and follow up of country level internal strategic workshops and plans
- Engagement with IMPACT HQ in global level strategic priorities

#### C. KEY PERFORMANCE INDICATORS

- Institutional engagement in research process:
  - # and type of actors participating in various steps of research cycles
  - Reported level of satisfaction by actors involved in the research
- Use of research findings to inform aid response:
  - # and type of actors accessing and using drafted research products
  - Reported level of satisfaction by actors using research findings
  - # of references to research findings in key humanitarian planning and response documents
  - # of key events/ milestones informed by research cycles/ assessments
- Management of research process:
  - # of research cycles completed
  - % of research cycles with complete documentation folder (validated TOR(s)/Methodology note(s) for assessment(s) including all annexes; validated data set(s) and cleaning log(s); validated output(s).
  - % of projects completed with complete grants and finance management folder (BFUs, RFUs, project factheets, etc.)
  - % of research projects completed without overspending/underspending
- Human Resource management
  - Retention rate among supervised national and international staff
  - Progression in performance of supervised staff

#### D. CONFIDENTIALITY AND DATA PROTECTION

The Assessment Manager will maintain the strictest confidentiality on all data collected and related processes. He/she 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 degree in relevant discipline;
- At least 3 year of relevant working experience in humanitarian settings such as research, program management, evaluation and assessments;
- Proven experience in the humanitarian sector, in monitoring and evaluation, NGOs, or other similar relevant responsibility;
- Knowledge of program management and development procedures
- Demonstrated ability to multitask with tight deadlines, on numerous research cycles;

- Demonstrated ability to work independently and manage people remotely.
- 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 Somalia or East Africa region is desirable;
- Fluency in English required. Somali language is a plus.
- Ability to operation Microsoft Word, Excel and Project Management Software;
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software are an advantage;

#### 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>