

Job Description

AGORA PROGRAMME OFFICER – NIGER

(Reference: 19/NIGER/PO01)

BACKGROUND ON IMPACT AND AGORA

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative and the AGORA 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.

IMPACT has been present in Niger since 2012, where it has contributed to humanitarian coordination and strategic planning through the mapping of socio-economic infrastructure, sectoral, and multi-sectoral assessments, particularly in the Diffa region, through its initiative REACH. IMPACT provides information management support to a wide range of humanitarian and development actors in Niger in the form of mapping, trainings and targeted advice.

AGORA is a joint initiative of ACTED and IMPACT Initiatives, founded in 2016. AGORA promotes efficient, inclusive and integrated local planning, aid response and service delivery in contexts of crisis through applying settlement-based processes and tools. AGORA enables more efficient and tailored aid responses to support the recovery and stabilisation of crisis-affected communities, contributing to meet their humanitarian needs, whilst promoting the re-establishment of local services and supporting local governance actors. AGORA promotes multi-sectoral, settlement-based aid planning and implementation, structured around partnerships between local, national and international stakeholders. AGORA's core activities include area-based needs and capacity assessments, evidence-based local planning, as well as support to area-based coordination mechanisms, institutional cooperation and tailored capacity building for local institutional actors. AGORA programs have been deployed in Niger, and specifically in the region of Diffa, since 2017. Since 2019, AGORA is contributing to a multi-sector resilience program implemented by a consortium of international NGOs in the Diffa region.

We are currently looking for an AGORA Program Officer to support our IMPACT team in Niger.

Department: AGORA Unit
Position: **AGORA Program Officer**
Contract duration: 6 months
Location: Niamey, Niger
Starting Date: ASAP

POSITION PROFILE

Under the supervision of the AGORA Unit / Assessment Manager and/or IMPACT Niger Country Focal Point, the AGORA Programme Officer is responsible for the management and implementation of area-based assessments (including their conception, preparation, implementation and follow-up), local interventions planning and capacity building programs for local authorities in Niger. The area-based research cycles and participatory planning activities will be carried out to inform the development of aid programmes in various crisis-affected municipalities, while the capacity building activities will be carried out to support local institutional actors to facilitate a better and more efficient and targeted humanitarian response in coordination with humanitarian and aid actors. S/he will also be responsible for related logistics, partner coordination, reporting and budget management and will be required to provide input to the strategic development of AGORA and REACH in Niger and the Sahel region, where relevant.

The AGORA Program Officer shall be responsible for:

- Leading the implementation of urban and area-based assessments undertaken in the framework of AGORA. This includes:
 - Ensuring research design, data collection and data sharing is undertaken in close coordination with relevant stakeholders (consortium, local authorities, external partners, as relevant) to maximise the impact of the assessment. Ensuring that briefings are conducted at consortium and relevant coordination meetings during the implementation of the data collection and joint analysis sessions with cluster members (or dedicated working group) on the results of the assessments, to allow for their proper interpretation and contextualization and communication
 - Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives and donor expectations
 - Managing field assessment staff to ensure a smooth and timely implementation of data collection activities
 - Ensuring a timely and coherent data collection, cleaning and analysis;
 - Writing of timely and accurate area-based assessment reports and other outputs in line with donor requirements and according to IMPACT quality standards, incorporating feedback in a timely and structured manner;
 - Guide and contribute to the successful implementation of participatory planning activities, building on the results of the area-based assessment and on the local governance structure of each targeted municipality
 - Disseminating outputs through IMPACT channels, as well as through humanitarian and development networks
- Overseeing the organisation of capacity building and equipment allocation activities for municipal actors
- Supporting the development and revision of area-based assessment and AGORA programme strategies and new project proposals, in relation with AGORA Unit Manager, IMPACT Country Focal Point, and ACTED Project Development Department

FUNCTIONS

Under the functional supervision of the AGORA Unit / Assessment Manager and indirect supervision of IMPACT Country Focal Point in Niger, the AGORA Programme Officer is responsible for the management and implementation of AGORA area-based assessments, local interventions planning activities and capacity building programs for local authorities in Niger.

In his/her mission, the Programme Officer 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.

The Assessment Officer will interact on regular basis with IMPACT HQ. These relations will also extend to ACTED country staff including Project Development, AMEU and Area Coordinators.

Externally, the Programme Officer will be expected to liaise with other international and national NGOs, working groups, UN agencies and local authorities.

RESPONSIBILITIES

In coordination with the AGORA Unit Manager, the Programme Officer is responsible for:

1. AGORA Assessment Management and Coordination

Objective 1.1: Management of assessments process

- The Programme Officer is responsible for designing the methodology and tools associated with planned and ongoing area-based assessments, according to IMPACT requirements and principles. He/she will manage the planning, implementation, and follow-up of urban/area specific assessment activities conducted in country. In this process, the Programme Officer contributes to the preparation and follow up of the Project Management Framework and ensures that activities are properly coordinated and implemented as per the Project Cycle Management. These tasks will be undertaken in close collaboration with the IMPACT and ACTED teams operating in Diffa, most notably with the national Project Manager.
- The Programme Officer shall manage logistics, financial, administration and HR processes directly related to AGORA activities and liaise accordingly with relevant ACTED counterparts of supporting departments. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in all AGORA interventions.

Objective 1.2: Implementation

- The Programme Officer is responsible for contributing to the implementation of area-based assessment projects, providing support to the development of new assessments, management of databases and conception of new assessment tools with the IMPACT team. This specifically includes undertaking secondary data review, designing of data collection tools (participatory mapping, household surveys, key informants, focus groups, etc.); development or review of databases; and analysis of assessment data to contribute to reports and other results outputs.

Objective 1.3: Coordination

- The Programme Officer shall provide technical support to relevant ACTED departments in the preparation of new project proposals, the development of programme strategies, the implementation

of project activities, and any other required IMPACT input to ACTED projects, particularly in relation to urban and/or area-based relief and local governance activities.

- The Programme Officer is responsible for providing timely and accurately support the preparation of narrative and financial reports related to AGORA activities in country through close liaison with the Project Development and Finance departments.
- The Programme Officer shall liaise with other IMPACT/REACH Officers in country and the region and throughout IMPACT Initiatives' and ACTED's networks provide and receive technical support in the expansion of IMPACT globally.

2. AGORA interventions planning and capacity building

Objective 2.1: Guide intervention planning activities

- *The Programme Officer will guide the teams in Diffa (in particular the ACTED consortium coordinator and AGORA Project Manager) to facilitate participatory planning activities, based on the results of area-based assessments. The Program Officer will support the development of presentations, terms of reference for workshops and questionnaires to conduct interviews with institutional actors. The Programme Officer will review and compile recommendations resulting from the participatory planning activities and draft the corresponding "Plans de Priorisation des Interventions".*

Objective 2.2: Management of capacity building activities

- In close coordination with the National Project manager based in Diffa, the Program Officer will oversee the assessment of the capacity building needs of target local authorities and be responsible for the development of adequate terms of reference for the delivery of training, and identification of equipment and assets needs.
- The Program Officer will ensure that the most suitable modality to deliver trainings and donations to the local authorities are identified (e.g. direct delivery, external consultancy). In coordination with ACTED and the National Project manager, the Program Officer will ensure that the trainings and donations are delivered. The Programme Officer shall manage logistics, financial and administration processes directly related to these activities.
- The Program Officer will support the national Project Manager and contribute to the successful organisation of local coordination meetings in the target municipalities.

3. IMPACT Reporting

The Programme Officer is responsible for consolidating analyses and conclusions from each assessment and participatory planning exercise into information products such as factsheets, reports, briefs and local action plans using standard formats and adhering to established internal quality standards.

The Programme Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she 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. He/she will ensure that assessment reports contribute to the larger objective of strengthening evidence-based coordination and planning within the humanitarian community in Niger.

He/she will manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up.

The Programme Officer will be responsible to store and organize collected data and to disseminate assessment outputs, project documents and best practices among ACTED and project partners. He/she will coordinate timely and accurate reporting to IMPACT Headquarters.

4. IMPACT HR Management

The Programme Officer is responsible for day-to-day management field staff. He/she is expected to guide and direct national IMPACT staff and prepare and follow up on work plans with field teams. The Programme Officer will also support the recruitment of national staff in coordination with the Unit Manager, Focal Point and the ACTED HR Manager. This will include the preparation of ToRs, the conducting of assessment tests and participation in HR interviews.

The Programme Officer will ensure that all field teams are comprehensively briefed on the objective and methodology of a given assessment and that the overall implementation strategy of a given activity is clearly understood. He/she will ensure that field staff are given the necessary training and project briefings to do so.

5. Representation

The Programme Officer is expected to represent ACTED/IMPACT in working group meetings, consortium briefings, local authorities and national counterparts and UN Agencies. The Programme Officer may further represent ACTED/IMPACT vis-a-vis current and potential donors in coordination with the IMPACT Country Focal Point and Unit Manager and communicate relevant information to him and the ACTED Project Development Manager and Country Director.

More generally, the Programme Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities IMPACT and partners work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

CONFIDENTIALITY AND DATA PROTECTION

The Assessment Officer 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 a relevant discipline;
- A minimum of 1 year of relevant working experience, preferably in local / urban development, urban planning and information management;
- Proven ability to liaise and interact with a variety of stakeholders, including local institutional actors;
- Excellent communication and drafting skills in French for effective reporting;

- Excellent analytical skills;
- Team management experience;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset;
- Ability to work in French and write and review French research documents;
- Fluency in English is an asset;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Ability to operate SPSS or related statistical programming an asset;
- Ability to work independently and in high-pressure environments;
- Willingness to work in hazardous conditions.

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