

## Job description

### REACH NES FORUM ASSESSMENT AND ANALYSIS OFFICER – SYRIA

(Ref: 19/SYR/NESFAAO01)

#### 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 headquarter is based 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 is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

**We are currently looking for a REACH Assessment Officer to provide analysis support to the Northeast Syria NGO Forum (NES Forum), under the REACH Syria mission. The position is based in Amuda, Syria with frequent travel in the area.**

**Supervisor:** NES Forum Inter-Sector Working Group Coordinator  
**Title:** REACH NES Forum Assessment and Analysis Officer  
**Location:** Amuda, Syria  
**Contract duration:** 6 months  
**Start date:** ASAP

# IMPACT Initiatives

## COUNTRY PROFILE

Into its ninth year of conflict, conditions in Syria remain highly volatile and marked by intense violence and limited humanitarian access. The scale, complexity, and severity of humanitarian needs in Syria extends the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remains paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. However, informing operational and strategic planning remains highly challenging, as accessibility and security issues impede systematic data collection. A lack of predictable and consistent data undermines the ability of humanitarian actors to review their approach in light of the dynamic context. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has over the years grown significantly both in size and in influence as an actor in the Syria response. REACH works in opposition controlled parts of Syria and coordinates closely with OCHA, nearly all clusters, key working groups (IM and technical) within the Syria coordination system, and various NGO fora in order to identify, address, and raise awareness of key information gaps, as well as to uphold the quality of data used to inform the response.

Through these engagements, REACH has identified that the following key challenges remain: (1) the lack of a needs tracking system that brings together and shares timely and regular information on changes in needs from a variety of sources; (2) the ability to conduct coordinated large scale data collection on a more regular basis – particularly critical in the highly volatile context, and during key humanitarian milestones such as the HNO; (3) the lack information from harder to reach areas with some of the most acute needs, such as Menbij and Afrin in northwest Syria and Deir-ez-Zor governorate (4) lack of ability to quickly mobilise data collection in areas experiencing sudden escalations in conflict, due to accessibility, operational and security constraints; (5) the lack of more granular and detailed information on needs and response capacity on specific newly accessible geographic areas, such as Menbij.

## POSITION PROFILE

REACH is currently recruiting for an Assessment Officer under the supervision of the NES Forum Inter-Sector Working Group Coordinator to support the NES Forum in improving and strengthening response analysis, operational coordination and mapping of gaps and needs.

The NES NGO Forum was established in July 2016 as the primary coordination body for NGOs in North East Syria – as part of formalized coordination arrangements under the whole of Syria approach. The Forum has the responsibility for a number of core functions, including operational coordination, representation with external stakeholders, engagement with authorities, information management and policy and advocacy. The role of the aims at improving the overall objectives of Forum through the analysis and production of humanitarian needs and response data, with the view to improve operational coordination and gap analysis. The Analyst is a key member of the NES Forum coordination team and is in charge of handling the implementation and management of an adequate strategy for the collection and analysis of data and information sharing, needed to ensure that the NES Forum and its members are in a capacity to take well informed and data-based strategic decisions.

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## RESPONSABILITIES

The Assessment Officer will perform the following tasks:

### 1. Implement Response and Gap Analysis based on Partner Data

- Support in analysis of 4Ws and response data to produce regular products, including inter-sector snapshots, area based products and location specific gap analysis
- Support the IM unit with collection and consolidation of response data, based on monthly reporting schedules, working on identifying ways to improve reporting
- Work with Whole of Syria IMs as well as Sector IMs, to support efforts to improve reporting and analyse response information, in close coordination with the inter-sector working group coordinator
- Share response information and relevant data with NES Forum members(contact list, activity reporting, operational presence, gap analysis and factsheets) at agreed frequencies
- Facilitate the analysis of information between WG and sectors when relevant.
- Establish contact with appropriate partner agencies when basic or special needs are identified.
- Liaise with humanitarian stakeholders

### 2. Oversee IM and Analysis

- Supporting the IM unit to conduct initial IM diagnoses to help identify areas and means of improvement to support the core coordination functions of the NES Forum.
- Ensure that the coordination team has access to robust systems for file storage and e-mail. Review online file repositories for NES Forum documents to facilitate file management and internal information sharing across the coordination team and the partners.
- Maintain and improve NES Forum internal and external communication system.
- Prepare NES Forum visualization and reporting templates, including reports, presentations, NES forum bulletins, dashboards and operational presence maps.
- Develop and/or operationalise or enhance NES-specific common data standards together with relevant Working Groups (WG) or sectors and promote the standards with partners.

### 3. Facilitate strategic planning

- Assist in the implementation and operationalisation of the strategy for NES through lateral relations as well as team work.
- Support the coordinator in defining response strategic objectives/indicators and priority activities upon needs and challenges of the humanitarian community in NES.
- Working with REACH to facilitate area-based workshop preparations, including required response analysis and defining priorities for data visualization and analysis.
- Ensure linkage between camps and sites needs assessment and response analysis to facilitate humanitarian response prioritization (activities / geographical location / groups).

### 4. Technical guidance

- Inform and feedback on inter-sector and sector led methodologies, indicators, tools and analytical frameworks to gather primary data for operational purposes.

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- Support sectors on specific, more technical, workstreams and visualization of response information e.g. support to winterization mapping, inputting on planned sector assessments, supporting to guide development of templates for purposes of gathering response information etc.
- Support sector working group IMO, with capacity building and technical guidance, with the view to improve reporting and capacity for sector led analysis.

## CONFIDENTIALITY AND DATA PROTECTION

The IMO 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, the NES Forum and its partners, or collected during his/her assignment with IMPACT.

## REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline, or an equivalent combination of relevant training and experience in humanitarian related activities in disaster or conflict situations.
- 2 years of relevant working experience in a humanitarian setting;
- Knowledge of the humanitarian community, specifically with regards to inter-agency coordination.
- Experience in the context of partnership building and consensual decision-making.
- Proven ability to conceptualize, develop, plan monitor and evaluate IM in relation to programming, as well as to teach skills and build team capacity.
- Excellent writing, communication and negotiation skills; ability to prepare clear and concise reports.
- Understanding of different data collection methodologies and their strengths and weaknesses, to be able to assess quality/reliability of secondary sources and to advice on potential areas of improvement.
- Ability to compile, triangulate and holistically analyse diverse and large datasets.
- Experience with handling confidential and sensitive data and demonstrated.
- Ability to work effectively and harmoniously in a team and in the inter-agency context with colleagues from a variety of cultures and professional backgrounds.
- Willingness to travel up to 50% of time at short notice within Northeast Syria, resilience, stress tolerance and work under difficult conditions.
- Fluently spoken and written English is mandatory. Arabic or Kurdish an asset.
- Data capture and analysis :
  - MS Excel (Essential) : Ability to create macros; Strong knowledge of statistical, conditional, and text-based functions;
  - Web Design (Asset): HTML, PHP, ASP; Basic understanding of web-based applications
  - Mapping (Asset) : ArcGIS, QGIS, Basic understanding of geospatial data management, analysis, and map making processes.

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## CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Food allowance 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