

Job description

IMPACT ASSESSMENT OFFICER IN NIGERIA

(Reference: 19/NGA/A003)

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 an Assessment Officer to support our team in Nigeria.

Position: IMPACT Assessment Officer

Contract duration: 6 months

Location: Maiduguri, Nigeria

Starting Date: ASAP

COUNTRY PROFILE

Since May 2013, the Boko Haram insurgency in Northern Nigeria has destroyed infrastructure, provoked dramatic livelihoods erosion and triggered the displacement of over 2 million people, out of which 1.4 million people are in Borno State. The humanitarian situation of internally displaced persons (IDPs) is critical. Following years of conflict, the majority of the state's rural areas are empty. Much of the population has fled to the relative safety of Maiduguri, capital of Borno State, or other Local Government Area (LGA) capitals. In the IDP camps of Maiduguri and other enclaved LGA capitals, large portions of the population are extremely vulnerable and in need of immediate humanitarian support. While some areas have recently experienced returns in proximity of main roads, the population from many LGAs is likely to remain displaced for the medium term, lacking security, shelter and livelihoods in their villages of origin. When returns are made possible, it will be essential to support returnees in rebuilding their homes, which are in many cases completely destroyed, and resuming their productive lives and livelihoods.

Since April 2017, IMPACT's REACH Initiative has been deployed to Nigeria to help meeting the information needs of humanitarian actors operating in the State and build a better understanding of the needs of conflict affected populations. Supported by EU humanitarian aid and in coordination with different humanitarian actors, REACH is carrying out the following activities:

- Assessing IDPs' movement intentions: IMPACT's REACH Initiative is assessing IDP intentions to return to their area of origin, move to a new location, or settle permanently in their current location in Borno State, while also looking into factors that are likely to influence IDPs' decision to move, such as their current living conditions, separation from family members and access to information on their preferred future location. The assessment will help anticipate internal displacement flows and understand IDPs' current needs, vulnerabilities, coping mechanisms, as well as future challenges.
- Camp infrastructure mapping: IMPACT's REACH Initiative is collecting information on formal IDP camps in Borno State to support site planning and the effective distribution of humanitarian assistance.
- Rapid assessments of informal IDP camps: IMPACT's REACH Initiative is profiling informal IDP camps in Maiduguri, Borno State, in order to better understand displacement dynamics of these IDP populations, while in parallel identifying common community services used by IDPs and barriers in accessing critical services.
- Cash Working Group support: IMPACT's REACH Initiative has conducted research to support the implementation of cash programming across Borno State in close coordination with the CWG

POSITION PROFILE

Impact is seeking an experienced candidate with recent experience implementing traditional qualitative M+E, but who also possesses a strong understanding of beneficiary-centric qualitative approaches. The candidate should be able to live and operate in very basic field conditions for long periods of time.

FUNCTIONS

Under the supervision of, and in close coordination with, the IMPACT Country Coordinator and IMPACT HQ in Geneva, the Assessment Officer is responsible for the management and implementation of all aspects of assessments in country, including assessment planning, data collection and analysis. He/she 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 IMPACT in country and region.

Summary

The Assessment Officer shall be responsible for:

- Design and Implement assessment methodology in coordination with the IMPACT Country Coordinator,
- Country Assessment and GIS team, and IMPACT HQ in Geneva
- Management of 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;
- Coordinate and ensure timely data collection, analysis and, in partnership with GIS/DB team, mapping of
- datasets, ensure that all collected data are geo-referenced;
- Works closely with GIS/SB team in country.
- Ensure the writing of timely and accurate assessment reports and factsheets;

- Keep track of all projects and programmes assessment schedules and work with field staff to design and implement assessment procedures;
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- In coordination with the Country Coordinator external representation of IMPACT with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Coordinate timely and accurate reporting to IMPACT Headquarters.

1. Assessment Preparation and Planning:

- Ensuring that assessments are planned in line with relevant project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Identify and analyse secondary data;
- For each assessment, draft ToRs and ensure that they are approved by management (including Geneva HQ) before data collection begins, and understood and used by assessment staff and stakeholders;
- 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.

2. Data collection

- Identification and training of enumerators for primary data collection;
- Overseeing data collection, in line with agreed TORs;
- Management of enumerators, including regular briefings and debriefings, problem solving, technical support, performance assessment, etc;
- Manage logistics, financial, administration and HR processes related to research cycles and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the compliance to ACTED FLAT procedures of all activities and teams that s/he supervises.
- In partnership with the GIS team, when relevant, ensure that collected data is geo-referenced enabling the production of maps and related products;
- Immediately alerting IMPACT Country Focal Point and IMPACT HQ to any issues that prevents full implementation of the methodology in line with the agreed TORs; document any agreed changes to the methodology throughout implementation;
- Drafting of situation updates on data collection progress for submission to IMPACT Country Focal Point, and, where relevant, external partners and stakeholders.

3. Data management

- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Conduct analysis on collected data as per ToRs;
- Ensure that meaningful techniques are used to analyze the data collected;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties;
- Ensure the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information.

4. Product drafting

- Ensure the writing of timely and accurate assessment reports and factsheets, which comply with IMPACT's guidelines;
- Communicating in advance with GIS colleagues mapping needs for the production of assessment outputs;
- Ensure that all written products are validated by IMPACT HQ before external release;
- Maintain regular communication with IMPACT Country Focal Point and IMPACT HQ on progress and deadlines for written products.

5. Product dissemination and evaluation

- Support IMPACT Country Focal Point 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;
- Under the supervision of the IMPACT Country Focal Point, ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the IMPACT Country Focal Point to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

6. External relations

- Under the coordination of the IMPACT Country Focal Point, ensure that relevant partners are consulted and involved in: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- Document and file all external engagement during each research cycle;
- When requested by the IMPACT Country Focal Point, participate in inter-NGO meetings and those of UN agencies and any other relevant, while maintaining the positive image and overall credibility of the organization.

7. Others

- Support the IMPACT Country Focal Point 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;
- Other tasks as requested by supervisors.

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:
 - # of actors accessing and using drafted research products
 - # of actors using research findings to inform their activities and planning
 - Reported level of satisfaction by actors using research findings
- Management of research process:
 - Average number of days between end of data collection and internal product validation, by type of product
 - % 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).

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities we 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.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ At least 1 year of relevant working experience in humanitarian settings;
- ❖ 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;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Prior knowledge of the region an asset;
- ❖ Fluency in English required;
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software;
- ❖ Ability to operate SPSS, related statistical programming, and/ or GIS an asset;
- ❖ High level of autonomy and willingness to spend time in deep field locations away from IMPACT/ ACTED support;
- ❖ A good sense of humour about bugs and bucket showers required;
- ❖ Ability to work independently.

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