

JOB DESCRIPTION

AGORA ASSESSMENT OFFICER IN CENTRAL AFRICAN REPUBLIC

(Reference: 19/CAR/AO02)

BACKGROUND ON IMPACT AND REACH

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 Central African Republic since 2012, where it has contributed to humanitarian coordination and strategic planning through the conduction of multisector need assessment, monitoring of the humanitarian situation in hard to reach areas, market and prices monitoring, and information management support the Rapid Response Mechanism, through its initiative REACH.

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 Central African Republic, in Bangui, since 2016. In 2019 2019, AGORA developed two *Plan de Relevement Locaux* [in Bangui](#) and neighbouring [Bimbo](#), in support to a multi-sector resilience program implemented by a consortium of international NGOs in the Bangui.

We are currently looking for an AGORA Assessment Officer to join our IMPACT team in Central African Republic.

Department: AGORA Unit
Position: **AGORA Assessment Officer**
Contract duration: 6 months
Location: Bangui + field, Central African Republic
Starting Date: January

FUNCTIONS

Under the supervision of the IMPACT Central African Republic Country Focal Point, the AGORA Assessment Officer is responsible for the management and implementation of area-based assessments (including their conception, preparation, implementation and follow-up), local interventions planning and of the preparation of capacity building programs for local authorities in Central African Republic.

PROGRAM OVERVIEW

The area-based research cycles and participatory planning activities will be carried out to inform the detailed intervention plans of consortium partners in several municipalities in south-east CAR, while the capacity building activities will be carried out to support local institutional actors to facilitate a better and targeted humanitarian-development response in coordination with aid actors.

RESPONSIBILITIES

The AGORA Assessment Officer shall be responsible for:

1. Assessment Management and implementation

- Designing the methodology and tools associated with i) stakeholder & community mapping and ii) area-based needs and capacity assessments. This specifically includes undertaking secondary data review, designing of data collection tools (participatory mapping, key informants, focus groups, etc.); development or review of databases; analysis of assessment data, as per IMPACT quality standards, in a timely and coherent manner.
- Ensuring research design, data collection and data sharing is undertaken in close coordination with relevant stakeholders (consortium, local authorities, external partners, as relevant)
- Ensuring day-to-day management of field staff undertaking data collection, ensuring that all field teams are comprehensively briefed on the objective and methodology of all assessment tools and planning, and that the overall implementation strategy of a given activity is clearly understood.

2. Priority planning

- Develop clear communication guidelines/tools to facilitate participatory planning activities building on the results of the area-based assessment and on the local governance structure of each targeted municipality
- Guiding the teams in south-east CAR targeted towns to facilitate participatory planning activities, based on the results of area-based assessments. This includes: developing presentations, terms of reference for workshops and questionnaires to conduct interviews with institutional actors.
- Facilitating joint analysis and consolidation workshops with relevant actors at the prefectural level
- Ensuring that local authorities, consortium partners and other relevant technical stakeholders identified during the stakeholder mapping are engaging in the participatory planning activities at the local and prefectural levels
- Writing of timely and accurate community development plans and other outputs in line with donor requirements and according to IMPACT quality standards, incorporating feedback in a timely and structured manner; and in close coordination with project teams in south-east CAR
- Disseminating outputs through IMPACT channels, as well as through humanitarian, development and government networks

3. Project follow up

- Ensuring that assessment and planning activities are implemented in a structured and coherent manner in line with project and strategic objectives, budget, timeline and donor expectations.
- Developing and regularly update assessment management and monitoring tools such as detailed workplans
- Managing field assessment staff to ensure a smooth and timely implementation of data collection and community planning activities
- Participate in consortium meetings and input in consortium strategy, as relevant

4. Local coordination and information management

- Prepare terms of reference and a program strategy for the establishment and roll out of municipal coordination platforms, in liaison with field teams, local actors and consortium partners
- Define information management needs and indicators, and data collection strategies to feed into the consortium's information management strategy

In his/her mission, the Assessment 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 Assessment Officer will be expected to liaise with other international and national NGOs, working groups, UN agencies and local authorities.

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 2 years 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;
- Experience in qualitative and/or quantitative research methods an asset
- 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 work independently and in high-pressure environments;
- Readiness to travel

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