

## Job description

### IMPACT ASSESSMENT OFFICER IN NIGERIA – THIRD PARTY MONITORING – THEMATIC ASSESSMENTS

**(Reference: 19/NGA/AOTPMTA01)**

#### BACKGROUND ON IMPACT INITIATIVES

IMPACT Initiatives is a Geneva-based not-for-profit association, created in 2010 in order to promote more effective aid action and practices. The core activity of IMPACT Initiatives is to undertake holistic information management across humanitarian program cycles – including but not limited to needs and situation assessments, response monitoring, impact evaluations, and organisational capacity-building.

IMPACT's team include over 200 international assessment and data management staff employed in its Geneva headquarters and in 20 countries of operations. To date, IMPACT's largest initiative has been REACH, which it implements in partnership with ACTED and UNOSAT in order to support effective planning and coordination by aid coordination platforms (such as clusters, mandated UN agencies, etc.).

IMPACT benefits from a global partnership with ACTED, a French-registered non-governmental organisation, headquartered in Paris, which operates humanitarian and development programmes in 35 countries. In line with the existing global MoU between the organisations, ACTED provides operational, security and grant management support to IMPACT in countries where it operates. This provides IMPACT with a clear value added in terms of outreach, while maintaining a strict division of roles in relation to programmatic management - all IMPACT programs being independently managed from ACTED. The relationship between IMPACT and ACTED is regulated by a global partnership framework, formalised through a global Memorandum of Understanding. In the framework of their partnership, ACTED supports all IMPACT operations at country level by hosting IMPACT international teams, facilitating the recruitment of national staff and conducting local procurement for IMPACT programs. ACTED also provides security support to IMPACT teams, which have to abide by ACTED security procedures at country level. In the framework of their joint initiatives (REACH and AGORA), ACTED provides logistic, administrative, procurement and security support at country level, while IMPACT is in charge of the identification and management of international staff, as well as for program implementation, technical backstopping and global partnerships.

**We are currently looking for an IMPACT Assessment Officer to support our IMPACT team in Nigeria on the DFID Third Party Monitoring Project.**

**Department:** IMPACT

**Position:** **IMPACT Assessment Officer – DFID Third Party Monitoring (TPM)**

**Contract duration:** 6 months

**Location:** Maiduguri, Nigeria (with occasional travel to Abuja and field locations, security permitting)

**Starting Date:** ASAP

## COUNTRY PROFILE

Since May 2013, the conflict in North East 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 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.

## PROJECT PROFILE

IMPACT Initiatives, under its Partner support portfolio and in a consortium with Girl Effect and Ground Truth Solutions<sup>1</sup>, was awarded a DFID third party monitoring contract in 2018 to monitor their North East Nigeria Transition into Development (NENTAD) programme. The DFID NENTAD portfolio includes programming in Education in Emergencies, Protection, Nutrition, General Distribution, Coordination and Security, however the latter two are not covered in IMPACT monitoring. Monitoring of this portfolio has direct influence on DFIDs \$300 million GBP portfolio in the BAY<sup>2</sup> states and engages over 30 international NGOs in implementation. DFID, and donors in general, face numerous challenges in obtaining accurate, reliable and unbiased information related to their investments in North East Nigeria due to the scale of the response and the complex and volatile context. There are clear and recent reports highlighting the prevalence of aid diversion – a phenomenon that lessens the impact of already limited donor funding. IMPACT conducts monthly light touch monitoring on the 4 previously stated programmes, deep dives focusing upon each of the programmes, thematic assessments and partner systems reviews of all DFID partners', including monitoring and evaluation, accountability to affected populations and conflict sensitivity.

## POSITION PROFILE

IMPACT is seeking an experienced candidate, who has previously designed and implemented mixed-methods assessments – ideally in a humanitarian setting. The candidate should be capable of synthesizing qualitative, quantitative, and geospatial information to write clear, engaging reports conveying the results of the monitoring assessments. The candidate should also be comfortable representing IMPACT and the consortium in multi-sector meetings and able to coordinate and liaise with external partners on technical issues.

## FUNCTIONS

Under the supervision of the IMPACT Officer in Charge (OIC) & Country Coordinator in Nigeria and of IMPACT's HQ in Geneva, this IMPACT Assessment Officer will be responsible for the management and implementation of TPM assessments. S/he will be responsible for ongoing data analysis and coordination with IMPACT/Nigeria's field teams, database officers, and GIS officers to produce to support with the production of outputs.

The IMPACT Assessment Officer's responsibilities include:

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<sup>1</sup> Girl Effect is a UK based NGO, who has been present in Nigeria since xxx. Girl effect focuses on empowering girls through the use of technology. Ground Truth Solutions is a London based NGO specializing in accountability and beneficiary feedback.

<sup>2</sup> Borno, Adamawa and Yobe.

- Oversee implementation of the TPM assessment in North East Nigeria in coordination with the IMPACT Officer in Charge & the Country Coordinator;
- Conduct integrated analysis using quantitative, qualitative, and geospatial data, in combination with awareness of regional variations and security developments in the areas of interest;
- Identify and analyse secondary data collected from DFIDs implementing partners;
- Oversee and validate the TPM data processing cycle in coordination with the Data team (including Geneva HQ);
- Design and produce maps in coordination with the GIS team (including Geneva HQ);
- Coordinate with the IMPACT field manager to monitor implementation of TPM field activities;
- Ensure that TPM assessments are planned and implemented in line with project and program objectives, IMPACT's research cycle, and other relevant guidelines;
- As needed, visit data collection sites to oversee routine data collection or pilot test potential changes;
- Write timely and accurate assessment outputs in compliance with IMPACT's guidelines, tracking progress and delays of all assigned assessments throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing/orally in a timely manner;
- Represent IMPACT externally with partners and the wider humanitarian community through sectoral working groups;
- Support the revision of assessment strategies in response to feedback from field teams and lessons learned;
- Ensure that project Terms of Reference are drafted and approved before each project cycle understood and used by assessment staff and stakeholders, and updated as required;
- Keep track of the project schedule, and ensure that any identified problems are reported in a timely manner;
- Other tasks falling within IMPACT's functions as requested by supervisors.

In his/her mission, the IMPACT Assessment Officer will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

## 1. DATA COLLECTION, RESEARCH AND ANALYSIS

The TPM Assessment Officer will be responsible for leading field data collection processes, through the management of an experienced Field Manager and Field Data Collection team. Data is collected and uploaded by field officers and field assistants, received and cleaned by a Database Officer, then analysed by the IMPACT Assessment Officer via statistical software. Data should be stored in line with IMPACT's Data Management guidelines, and with the ToRs and must be validated by IMPACT HQ before being shared with external parties. The TPM Assessment Officer is then responsible for aggregating and analysing data based on the Area of Knowledge Methodology, and gathering key points to present in factsheets, situation overviews, reports, presentations and memos disseminated DFID and implementing partners.

## 2. REACH REPORTING

The TPM Assessment Officer will be responsible for consolidating all analyses and conclusions into products such as factsheets, presentations, and reports. S/he will liaise with Geneva and Regional GIS and Database Specialists to represent data in interactive or static maps, as relevant, and will ensure that assessment reports contribute to aid coordination, planning, and the general base of field knowledge in North East Nigeria.

S/he will write timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information as well as the confidentiality and protection of collected information. This includes responsibility for following the designated timelines of submissions to project partners and donors.

### 3. INTERNAL TEAM MANAGEMENT

The IMPACT Assessment Officer will engage in the day-to-day management of project and field staff both directly and remotely. S/he is expected to guide and direct IMPACT staff, prepare and follow up on collaborative project work plans, and to keep field teams updated on the broader results of their work. This will include regularly confirming that all field teams are comprehensively briefed regarding expected outputs, that the overall implementation strategy is clearly understood, and that project field staff complete all necessary documentation in line with program requirements set by IMPACT. S/he will also support capacity building initiatives within the broader IMPACT/Nigeria mission.

### 4. COORDINATION

The IMPACT Assessment Officer shall provide technical support to humanitarian sectors for implementation of project activities as they utilise data, potential operationalisation of IMPACT results, and any other potential value-add to sector projects. S/he is responsible for the timely and accurate preparation of internal coordination activities related to TPM activities in North East Nigeria, through close liaison with the Project Development and Finance departments. S/he is directly responsible for the implementation of proper ACTED financial, logistical, administrative, transparency, and security procedures as relevant to the project.

### 5. EXTERNAL ENGAGEMENT

Representation of IMPACT is most commonly required in external partners' meetings and technical working groups in Maiduguri and/or Abuja. This will include liaising with external partners to provide key documents and discussing light touch monitoring data to be triangulated with partner datasets. More generally, the IMPACT Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors.

### 6. CONFIDENTIALITY

The IMPACT Assessment Officer will maintain the strictest confidentiality on all data collected and related processes. S/he 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's degree in relevant discipline;
- Excellent analytical skills, ideally with experience in mixed-methods research design and analysis;
- At least 1.5 years of relevant working experience in humanitarian settings;
- Excellent English-language communication and drafting skills for effective reporting and external coordination;
- Advanced skills in SPSS, STATA, R or related statistical programming;
- Prior experience with Adobe InDesign and/or GIS is helpful but not required;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment;
- Ability to work independently and autonomously;
- Excellent team management skills;
- Fluency in English, both written and oral, is required

## CONDITIONS

- ❖ Salary is defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- ❖ An additional monthly living allowance and a daily food stipend are provided in country by IMPACT's partner ACTED
- ❖ Lodging is provided at the organisation's guesthouses in Maiduguri and Abuja
- ❖ Transportation costs are covered, including additional return ticket + luggage allowance
- ❖ Provision of medical, life, and repatriation insurance + retirement package