

JOB DESCRIPTION

RESEARCH MANAGER IN UKRAINE

(Reference: 19/UKR/RM01)

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 a Research Manager to support our Ukraine team.

Department: IMPACT
Position: **IMPACT Research Manager**
Location: Kiev, with frequent travel to Slavyansk, Sievierodonetsk and Mariupol
Contract duration: 12 months
Start date: February 2020

COUNTRY PROFILE

In May 2019, the Ukraine conflict opposing the Ukrainian Government and non-state armed groups in the Donetsk and Luhansk regions entered its fifth year. The 427-km contact line separating the warring factions continue to experience hundreds of daily ceasefire violations often provoking both military and civilian casualties. As of January 2018, the conflict has killed more than 13,000 people. According to the Ministry of Social Policy more than 1.4 million people were displaced because of the war and have resettled away from conflict areas in Ukraine and non-government-controlled areas, in Russia and other neighbouring countries. The crisis in Ukraine is currently marked by regular spikes in fighting in strategic high-density urban areas in Avdiivka, Popasna, Stanytsia Luhanska and Mariupol. There are also ongoing challenges facing IDPs after five years of displacement and the limited access to the large population residing in non-government areas.

In 2020 IMPACT in Ukraine will continue supporting both humanitarian and development actors in using evidence to inform aid planning. The humanitarian portfolio will focus on the implementation of multi-sector needs assessment (MSNA) in close partnership with the humanitarian coordination architecture (OCHA, and the clusters). The development portfolio will have an AGORA and IMPACT component. AGORA will focus on supporting the United Nations Recovery and Peacebuilding Program (UNRPP) with local level capacity and vulnerability assessments to inform localized recovery and stabilization program. IMPACT will continue supporting a variety of aid actors through thematic assessments.

POSITION PROFILE

We currently have an open position for a Research Manager in Ukraine, seeking an established professional with extensive knowledge and technical expertise in designing, managing and implementing multi-stakeholder assessments in both humanitarian and development contexts. The ideal candidate will be eager to work in a dynamic organization with opportunities to apply excellent coordination skills whilst overseeing multiple research cycles which will inform humanitarian and development actors.

FUNCTIONS

Under the functional supervision of the IMPACT Country Coordinator in Ukraine and IMPACT HQ in Geneva, the Research Manager is responsible for the coordination and implementation of all assessments in Ukraine and for managing the research team in country comprised of 5 persons. They are responsible to ensure compliance to all IMPACT research and reporting procedures as well as providing strategic guidance on project development. He/she is also responsible for related coordination of logistics, partner engagement, reporting and project reporting.

In his/her mission, the Research Manager 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.

RESPONSIBILITIES

Under the supervision of the Country Coordinator based in Kiev, Ukraine, the Research Manager will be responsible with the support of the research, GIS and data, and field teams in-country:

- 1. Management of all research cycles**
- 2. Project Cycle Management**
- 3. Management of Assessment Team**
- 4. External relations**
- 5. Strategy Development and Implementation**

1. Management of all research cycles

1.1 Assessment Preparation and Planning:

- Ensuring that all assessments are planned in line with relevant project and program objectives and with REACH's research cycle and other relevant guidelines
- Ensure that required secondary data analysis has been conducted in preparation of an assessment;
- For each assessment, review ToRs before they are sent to Geneva for validation and ensure that ToRs are validated by HQ before any data collection begins

- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required; 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.

1.2 Product dissemination and evaluation

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

2. Project Cycle Management

2.1 Project Implementation Follow-up

- Oversee and monitor the implementation of REACH humanitarian situation monitoring projects, ensuring that technical quality and standards are considered and respected during project implementation;
- Support the Assessment officers of to implement all aspects of the project
- Conduct regular follow-up of work plans, identify and address any delays in a timely and effective manner
- Monitor output achievement, project expenditure and ensure a timely completion of the project.

2.2 Grants Management

- Support the Country Coordinator 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;
- Ensure that contractual obligations are met in terms of programs deliverables;
- Ensure the activities are implemented according to the approved donor and partnership agreement;
- Ensure that donor, IMPACT and ACTED rules and procedures are understood and respected by REACH teams in country, sharing information and conducting training if required on proposed systems and processes for REACH staff;
- Prepare documentation for any project modifications, including budget revisions, amendments or extensions. Ensure such changes are made in close consultation with the IMPACT Country Coordinator

3. Management of Assessment Team

- Conduct regular meeting with all international and senior national Assessment Team members to assess progress in all research cycles and to review work plan;

- Bilateral management of international and senior national assessment team members, including (in consultation with Country Coordinator) the conduct of appraisals, as well as participation in staff career management;
- In coordination with Country Coordinator, conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- Support Country Coordinator in the development and implementation of capacity training plans for REACH assessment and field team member;
- Be available to provide regular support and technical backstopping;
- When relevant, support/ lead staff appraisal and recruitment process in collaboration with Country coordinator

4. External relations

- In coordination with the Country Coordinator, ensure that relevant partners are consulted and involved at all stages of research cycle: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;
- In coordination with the Country Coordinator, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate;
- In coordination with the Country Coordinator, represent REACH/IMPACT in technical external engagements related to assessments;
- Support the IMPACT Country Coordinator external engagement in relation to REACH/IMPACT strategy or (when requested and with focal point) to fundraising and grants management

5. Strategy Development and Implementation.

- In support to the Country Coordinator, the Unit Manager will actively contribute to the development of the REACH/IMPACT strategy in Ukraine. In particular s/he will support in identifying and concretising:
 - The need for assessments, in line with humanitarian priorities
 - Synergies with other assessment and knowledge management actors
 - Strategic partnerships with key humanitarian stakeholders and decision makers
 - Key events / milestones that should be informed
 - Advocacy and dissemination strategies to strengthen the impact of our work
 - Support in the preparation and follow up of country level internal strategic workshops and plans
 - Engagement with IMPACT HQ in global level strategic priorities

KEY PERFORMANCE INDICATORS

- Institutional engagement in research process:
 - o # and type of actors participating in various steps of research cycles
 - o Reported level of satisfaction by actors involved in the research
- Use of research findings to inform aid response:

- o # and type of actors accessing and using drafted research products
- o Reported level of satisfaction by actors using research findings
- o # of references to research findings in key humanitarian planning and response documents
- o # of key events/ milestones informed by research cycles/ assessments
- Management of research process:
 - o # of research cycles completed
 - o % 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).
 - o % of projects completed with complete grants and finance management folder (BFUs, RFUs, project factsheets, etc.)
 - o % of research projects completed without overspending/underspending
- Human Resource management
 - o Retention rate among supervised national and international staff
 - o Progression in performance of supervised staff

CONFIDENTIALITY

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 or collected during his/her assignment.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a master's degree in development economics, or another relevant discipline
- ❖ At least 5 years of relevant working experience in development or transitional settings, through either research, evaluation, assessments, or programmes
- ❖ Demonstrated management experience in a multi-cultural environment
- ❖ Previous experience in managing large scale multi-stakeholder assessment required
- ❖ Prior field experience required. Field research, M&E, or assessment experience highly desirable
- ❖ Excellent analytical skills
- ❖ Excellent communication and drafting skills for effective reporting
- ❖ Excellent presentation and influencing skills
- ❖ Excellent team management skills
- ❖ Ability to operate in a cross-cultural environment requiring flexibility
- ❖ Past experience in conflict affected regions is desirable
- ❖ Fluency in English required, Russian language skills is highly desirable
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software
- ❖ Advanced skills in SPSS and/or R, STATA or other statistical analysis software an advantage
- ❖ Ability to multitask with tight deadlines, on numerous research cycles
- ❖ Ability to work independently and manage people remotely

CONDITIONS

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