

Job description

REACH INTER-SECTORAL ASSESSMENT SPECIALIST IN GENEVA

(Reference: 20/HQ/AS01)

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 REACH Inter-Sectoral Assessment Specialist to provide program and technical support to the REACH country missions, to be based in Geneva with up to 30% travel in the field.

Supervisor: Deputy Executive Director - Programme
Position: REACH Inter-Sectoral Assessment Specialist
Contract duration: 12 months
Location: Geneva, Switzerland
Starting Date: ASAP

POSITION PROFILE

REACH is currently recruiting for an Assessment Specialist to provide programme and technical support to Inter-Sectoral Units and teams across IMPACT country missions. The REACH Inter-Sectoral Assessment Specialist will:

- i) Contribute to achieve HQ Inter-Sectoral Unit objectives and activities, including follow up on global inter-sectoral unit projects portfolio, research cycles and external engagement activities.
- ii) Support country-level Inter-Sectoral Unit Research Manager and/or Project Focal Points with programmatic advice technical support in all stages of the Research Cycles (including assessment conceptualization,

research design, logistical preparations, training of field staff, supporting data collection teams during data collection, data cleaning, analysis, production of information products, and dissemination of information products).

The overall goal of the Assessment Specialist will be to ensure the development and dissemination of REACH inter-sectoral toolbox, as well as information products, and to raise the technical knowledge and expertise of REACH field teams, in order to strengthen the accuracy, quality and efficiency of REACH assessments/research cycles.

S/he will mostly work w HQ Global Research Department and Global Programme Department, with Inter-Sectoral Unit Research Manager and/or Project Focal Points in the field managing the various REACH assessments, to make sure that inter-sectoral research cycles are implemented to a high quality in accordance with REACH standards, donor expectations, and REACH's ethos of facilitating an evidence-based response. S/he will also be involved in partner coordination, donor reporting, trainings and presentations, and will be required to provide input to the strategic development of REACH in HQ as well as in countries and regions.

The Inter-Sectoral Assessment Specialist will be based in Geneva with travel to country missions.

FUNCTIONS

Under the Deputy Executive Director, The REACH Inter-Sectoral Assessment Specialist shall be responsible for:

- Implementation of training and capacity building across the organization to improve the technical capacity of the team;
- Technical oversight and support to Unit Managers and/or Project Focal Points to systematically review the efficiency and quality of research cycles and information products;
- Technical oversight and support to Project Focal Points in all stages of the research cycle to ensure the design and implementation of high quality research cycles that are in line with REACH processes and values and which accurately address information gaps in the humanitarian system;
- Review relevant of information products to ensure accuracy;
- Continuously seek to improve and innovate REACH inter-sectoral research cycles, information products and processes in order to support in the facilitation of an evidence-based response;
- Support Unit Manager and/or Project Focal Points and Field Staff in accurately estimating assessment timelines and resources needed for assessment implementation;
- Support the organization in providing stakeholders within the humanitarian coordination system with reliable and accurate technical advice and support, particularly in relation to ensuring high quality data is available to inform the Humanitarian Programme Cycle;
- In coordination with HQ Programme and Research Department, external representation of REACH with donors, partners, and the wider aid community through clusters and sectoral working groups;
- Ensuring that inter-sectoral unit strategy is implemented in a structured and coherent manner in line with project and strategic objectives;
- Supporting the development/revision of assessment/programme strategies, reports, or new proposals;

RESPONSIBILITIES

- **Objective 1: Organization-wide technical oversight and technical support to Inter-Sectoral Unit Research Manager and/or Project Focal Points in research design and implementation**

The REACH Assessment Specialist (AS) is responsible for ensuring the technical support to REACH inter-sectoral Research Cycles and in supporting Unit Managers and/or Project Focal points in designing the methodology, tools, ToRs, and data analysis plans, according to REACH requirements, values and processes.

This will specifically include strategic thinking at the assessment conceptualisation stage together with the rest of the SMTs, GIS teams and Project Focal Points; supporting Unit Managers and/or Project Focal Points at the design stage; follow-up and cleaning of large datasets; data analysis and output production. This will also include setting of feasible timelines and identifying resource needs.

- **Objective 2: Technical oversight and support to Unit Managers and/or Project Focal Points in the creation of timely, accurate , and coherent research outputs**

The Inter-Sectoral AS is responsible for supporting Unit Managers and/or Project Focal Points in consolidating all analysis and conclusions from each assessment into REACH products such as factsheets, reports, and overview documents using standard formats. He/she will liaise with IMPACT HQ Research Department and Programme Department in order to represent data in interactive web map, static map format, story map, or dashboard as relevant.

In regards to Global Projects, He/she must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information, in line with the IMPACT data protection policy. He/she is responsible for ensuring that deliverables are submitted on time to partners and donors.

- **Objective 3: Review of REACH Research Cycles/projects to ensure quality and efficiency**

The AS will review research cycles/projects together with Project Focal Points to identify areas of improvement with regards to timeliness, relevance, efficiency and quality, and to design and implement plans for addressing these.

- **Objective 4: Continuously build the technical expertise on the field units and team**

The AS will manage the development of capacity building plans and implement training and capacity building of REACH teams across the organization, to support in raising the technical knowledge and expertise on the mission, in order to strengthen the quality and efficiency of REACH assessments/research cycles. Trainings should cover a variety of skills and processes, to be defined based on needs within the team as well as the candidate's skill-sets.

- **Objective 5: External Engagement**

The AS will represent REACH to key external actors, including stakeholders in the humanitarian coordination system, such as OCHA representatives, clusters, as well as technical working groups and various NGO fora and information management groups.

More generally, the AS is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard

to other actors. While representing IMPACT, the AS will also adhere to the humanitarian principles of humanity, impartiality, neutrality, and independence.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master's degree in relevant discipline;
- ❖ 3 year of relevant working experience in a humanitarian setting in the field;
- ❖ 1 year of relevant working experience at HQ level in an INGO;
- ❖ Demonstrated experience in engaging with high level humanitarian stakeholders at field and/or HQ level;
- ❖ Previous experience in contributing to evidence-based humanitarian planning like HNOs/HRPs, RRP, IPCs, etc.
- ❖ Previous experience in leading inter-agency assessments in both refugees and non-refugees settings;
- ❖ Advanced technical skills with regards to quantitative and qualitative research design and implementation;
- ❖ A sense of curiosity and a drive to work to improve information gaps in the humanitarian sector;
- ❖ A self-starter with a strong existing ability to work independently;
- ❖ Ability to operate in a cross-cultural and cross-country environment, requiring flexibility;
- ❖ Fluency in English required, other language (French, Spanish, Arabic) an asset;
- ❖ Excellent communication and drafting skills for effective reporting, an asset;
- ❖ Experience conducting temporal or spatial trends analysis, (required);
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements, an asset;
- ❖ Understanding of the global and country level cluster approach, an asset;
- ❖ Prior knowledge of the Grand Bargain on Joint Needs Assessment as well as previous IASC needs assessment initiatives, an asset;
- ❖ Strong interpersonal and communication skills.