

Job Description

IMPACT ASSESSMENT OFFICER – MIGRATION THIRD-PARTY MONITORING AND EVALUATION IN MALI

(Reference: 20/MLI/AOTPM01)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives (IMPACT), a member of the ACTED Group, is a leading Swiss-registered not-for-profit association, created in 2010 in order to promote more effective aid action and practices. IMPACT undertakes holistic information management activities across humanitarian and development program cycles – including but not limited to third-party monitoring, programmatic outcome and impact evaluations, needs and situation assessments, response monitoring, and organisational systems strengthening – which is implemented with the support of ACTED. This is done by co-constructing activities and promoting knowledge, tools, and practices which enable better decision-making by key aid stakeholders, including donor nations, international organizations, UN agencies, (i)NGOs, government bodies in crisis affected countries, and Inter-Agency initiatives. IMPACT's core activities support responses through bilateral partnerships with organisations as well as multi-lateral engagement with response coordination structures, such as the cluster system.

IMPACT has worked extensively with donors, UN Agencies, (I)NGOs, consortia and response coordination mechanisms across our countries of intervention to:

- Establish a peer-to-peer relationship as a key, reliable response partner
- Map complex webs of programmatic implementation by multiple partners to understand service delivery chains, and gaps and overlaps in services
- Develop multi-dimensional monitoring processes which map relevant research questions to programmatic log-frame indicators and specific elements of theories of change to provide comprehensive understanding of output, outcome and impact of interventions

Our Third-Party Monitoring activities provide response partners with a regular, reliable and predictable source of verification, oversight and risk-mitigation for investments in humanitarian and development projects in hard-to-reach, insecure, remote or easy-to-access contexts.

We are currently looking for an IMPACT Assessment Officer - Migration Third-Party Monitoring and Evaluation

Department: IMPACT

Position: **IMPACT Assessment Officer - Migration Third-Party Monitoring and Evaluation**

Contract duration: 1 year

Location: Bamako, Mali

Starting Date: ASAP

COUNTRY PROFILE

REACH was deployed in Mali from 2012 to 2014, where it provided support to the shelter cluster in managing information, and later conducted a floods analysis assessment using data from 2006 to 2013. The analysis succeeded in producing maps showing the frequency and impact of floods in different regions of Mali and providing valuable data for prevention and risk mitigation activities. The maps were used by the humanitarian community and the Government of Mali as a baseline to inform the national flood contingency plan for 2014. In 2019 REACH started working again in Mali providing information for humanitarian and aid actors on the situation in the central and northern parts of the country.

POSITION PROFILE

IMPACT, through its PANDA initiative, has been implementing third-party monitoring and other forms of direct partner support programming since 2011, starting in Kyrgyzstan. Since then, IMPACT has implemented approximately 85 such programmes in 13 countries. Partners have been/ continue to include DFID, the World Bank, UNHCR, UNICEF, USAID, and other key humanitarian and development response stakeholders. Through its inter-agency initiative REACH, IMPACT has conducted research on people on the move in the wider Mediterranean region since 2015. With a permanent presence in Libya and Tunisia since 2014, and a permanent office in Sicily since 2016, as well as country offices in Niger, Mali and Burkina Faso, REACH conducts qualitative or mixed methods assessments on people on the move in the West, North African and Mediterranean region, frequently involving cross-country assessment and data collection activities.

In 2019, as part of the IMREF Consortium, IMPACT further expanded its migration programming to include third-party monitoring activities of DFID's Safety, Support and Solutions in the Central Mediterranean Route – Phase II (SSSII), the continuation of a programme aiming to provide lifesaving assistance and protection to vulnerable migrants and refugees during the Mediterranean migration crisis. IMPACT leads Output 1, Independent Verification of Service Delivery, on programmes implemented by IOM, UNICEF, the British Red Cross, and a DRC-led NGO Consortium. Collectively, response activities monitored include provision of protection services as well as basic services such as shelter, healthcare, water, sanitation and hygiene for refugee and migrant populations at risk, particularly targeting vulnerable groups such as women, girls and unaccompanied children.

FUNCTIONS

Under the functional supervision of the Migration Assessment Manager and IMPACT's HQ in Geneva, and in supervision of junior programme and field staff, the Assessment Officer - Migration TPM is responsible to support the coordination, management, analysis and follow up of a regional migration third party monitoring exercise (2-year project in total) in Mali and with some support functions in Libya. The position will be based in Bamako, Mali and require some travel to field locations.

1. Management of all Research Cycles

1.1 Assessment Preparation and Planning:

- Lead, in close coordination with Migration Assessment Manager and IMPACT field teams, the planning of TPM activities (Verification Visits – “VVs”), ensuring they are in line with relevant project and program objectives and with IMPACT's research cycle and other relevant guidelines;

- Lead, in close coordination with the Migration Assessment Manager and IMPACT HQ, research design including sampling, methodology and analysis plans in advance of each TPM activity
- Track and report progress and delays of all VVs and their supporting processes throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;

1.2 Data collection and management

- Lead field teams and junior assessment staff in implementation of VV data collection, ensuring its correct implementation in line with agreed TORs;
- Support set up of logistics, financial, administration, security (for IMPACT staff only) and HR processes directly related to data collection activities, ensuring they have been appropriately implemented and coordinated with the relevant ACTED departments.

1.4 Data cleaning and analysis

- Clean data received by field teams and ensure regular follow up systems with field teams
- Under supervision, conduct both quantitative and qualitative analysis of both primary and secondary data received.

1.5 Product Output

- Lead drafting, revisions and finalisation of timely and accurate Verification Visit reports using existing templates (i.e. reports, factsheets, flash reports, etc.), which comply with IMPACT's guidelines and quality standard

1.6 Product dissemination and evaluation

- Support in ensuring that lessons learned are gathered and documented throughout the life of the research cycle

1.6 Management of programme staff

- Directly manage the activities of both national and international colleagues in relation to their implementation of the above tasks

KEY PERFORMANCE INDICATORS

- Ensure compliance with relevant Reporting guidelines
 - Reporting guidelines are systematically followed, in particular:
 - Output templates consistently used
 - Output validation process respected
- Ensure adherence to research cycle TOR
 - Outputs reflect the research as designed and align to the analysis plan envisioned
 - Data is handled according to the arrangements specified in the data management plan
- Ensure internal communication protocols followed
 - Regular communication is maintained with Assessment Manager and IMPACT HQ on progress and deadlines for outputs
 - Problems related to specific assessments are reported by writing and orally in a timely manner
- Ensure outputs are produced in a timely and accurate manner
 - Average number of days between draft product and internal product validation
 - Total number of outputs receiving final validation
- Human Resource management
 - Retention rate among supervised national and international staff
 - Progression in performance of supervised staff

CONFIDENTIALITY

The Assessment Officer – Migration TPM 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

Required:

- Excellent academic qualifications, including a Master's degree, preferably in migration studies
- At least 1.5 years of relevant working experience in humanitarian settings such as monitoring and evaluation, programmes, research or assessments;
- Excellent analytical skills with demonstrated quantitative and/or qualitative analytical skills;
- Excellent communication and drafting skills in English for effective reporting;
- Demonstrated team management skills, including managing and working with teams remotely;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Past experience in the Middle-East, North, West Africa or Mediterranean region;
- Fluency in French and English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Flexibility and willingness to travel in the area of work;

Desirable:

- Academic background in Migration Studies or comparable strongly preferred
- Experience in implementing humanitarian migration support programming in countries of origin or transit preferred

- Experience with third-party monitoring or monitoring and evaluation of humanitarian programmes, ideally with a focus on migration, preferred

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