

## Job Description

### REACH ASSESSMENT OFFICER IN AFGHANISTAN (MULTI-SECTOR NEEDS ASSESSMENT [MSNA] FOCAL POINT)

(Reference: 20/AFG/AOMSNA01)

#### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of the two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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, GIS and remote-sensing. 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, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

**We are currently looking for a REACH Assessment Officer to support our team.**

**Position:** REACH MSNA Assessment Officer

**Contract Duration:** 6-12 months

**Location:** Kabul, Afghanistan

**Start date:** ASAP

#### COUNTRY PROFILE

REACH has been present in Afghanistan since mid-2016, providing a growing evidence base for humanitarian response planning through sectoral, multi-sectoral, and area-based assessments as well as information management services. In 2018, REACH coordinated the Whole of Afghanistan Assessment, a key data source of the 2019 and 2020 Humanitarian Needs Overview (HNO), covering all 34 provinces, including hard-to-reach districts, in coordination with every Cluster.

With bases in all regions of Afghanistan, REACH is looking to build on its experience and established relations to further increase its geographic and sectoral coverage in 2020 and to provide the humanitarian community with relevant and reliable information to strengthen strategic programming and needs-based targeting.

## POSITION PROFILE

REACH Initiative Afghanistan is currently seeking a professional with experience in research as Assessment Officer (AO) to lead the implementation of a nationwide multi-sectoral needs assessment (MSNA) in Afghanistan; known in-country as Whole of Afghanistan (WoA). This will be the 3rd round of the WoA, to inform the humanitarian programme cycle for 2021. The ideal candidate will be eager to work in a dynamic organization with opportunities to build data analysis and external coordination skills.

Technical backstopping and support is provided by the Research Manager for the REACH Afghanistan Inter-Sectoral Research Unit (ISRU), and the IMPACT Geneva HQ team. Past experience in the aforementioned areas is not essential although highly desirable. At minimum, experience with the subject matter, familiarity with the development and/or humanitarian sector, quantitative analysis skills, and effective communication skills are required.

## FUNCTIONS

Under the functional supervision of the Inter-Sectoral Unit Research Manager in Afghanistan and IMPACT HQ in Geneva, the REACH Assessment Officer is responsible for the coordination and implementation of all research activities falling under WoA portfolio, including:

- **Research design:** indicator drafting and review, assessment methodology and sampling strategy review, data collection tool development
- Planning and coordination of **data collection** activities, in close collaboration with the in-country operations team
- Oversight of **data processing**, including development of data cleaning and analysis plans, and conducting analysis, in close collaboration with the in-country data team
- **Output production** and development, and presentation of findings
- Close **coordination with all relevant external stakeholders** within the humanitarian coordination structure, throughout the research cycle, and supporting the incorporation of WoA findings into strategic planning documents.
- Regular **communication and collaboration with IMPACT HQ** Data and Reporting Units to ensure implementation of global standards, guidelines, and best practices, for MSNAs and of REACH and IMPACT more generally.
- **Staff management** of junior officers and/or project assistants as needed, who will support on all matters related to the research cycle

S/he is also responsible for related logistics, partner coordination, and reporting and finance requirements and will be required to provide input to the strategic development of REACH in country.

In his/her mission, the REACH 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.

## RESPONSIBILITIES

The REACH Assessment Officer is responsible for:

- Acting as external focal point with partners for all project activities, including holding and attending meetings and ensuring consistent follow up and partner engagement. This role requires development of strong relationships and regular coordination with OCHA, the humanitarian cluster system, and other key humanitarian programme cycle (HPC) stakeholders, in country
- Overseeing that activities are planned and implemented in a structured and coherent manner, in line with project and program objectives, and assuring that deadlines are met.
- Ensure regular reporting on assessment progress and participate in internal coordination meetings.
- Developing research TORs and tools, ensuring these are validated and approved by management and external partners, and making sure these are also understood and used by assessment staff and stakeholders, and updated as required.
- Management and coordination of data collection and processing whilst providing quality control to ensure data is clean and of acceptable standard.
- Leading quantitative analyses with the support of the data unit, as well as providing technical input, guidance, and review of data analysis conducted by other team members.
- Conducting and overseeing the writing of timely and accurate assessment reports and other outputs, which comply with HQ guidelines and meet global REACH standards.
- Provision of technical and information management support to humanitarian stakeholders to inform strategic humanitarian planning documents.
- Coordination with IMPACT HQ and OCHA on global and in country approaches to planning and analysis for the 2021 Afghanistan Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP).
- General project management including review of budgets, grants reporting, and project-related logistics.
- Support the Research Manager in the development or revision of overall unit research strategies, reports, or new proposals.
- Other tasks falling within his/her functions as requested by supervisors

## CONFIDENTIALITY

The REACH 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 relevant discipline (international studies, development, humanitarian response, political science, monitoring and evaluation, etc);
- At least 2 years of relevant working experience in humanitarian or development settings
- Knowledge of the Humanitarian Programme Cycle (HPC) and humanitarian coordination structures
- Strong coordination and organizational skills
- Excellent analytical skills;
- Excellent communication and drafting skills for reporting and external coordination;
- Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint.
- Familiarity with quantitative assessments and methodologies

- Knowledge of statistical analysis software such as SPSS, STATA, and/or R;
- Prior field experience required.
- Written and spoken fluency in English required;
- Ability to multitask with tight deadlines
- Ability to work independently and manage people remotely
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment;

## DESIRABLE

- Previous experience with remote coordination/ management
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software
- Knowledge of qualitative assessments, methodologies, and analysis and related analytical software (e.g. NVivo);

## 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