

JOB DESCRIPTION

REACH CAMPS & DISPLACEMENT TEAM ASSESSMENT OFFICER FOR SYRIA

(Reference:20/SYR/CDA001)

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 Assessment Officer to support our REACT team in Syria.

Supervisor: REACH Camps & Displacement Unit Manager
Title: REACH Assessment Officer
Location: Amman, Jordan - potential travel to KRI and northeast Syria (up to 30%)
Contract duration: 6 months
Start date: ASAP

COUNTRY PROFILE

Into its ninth year of conflict, conditions in Syria remain highly volatile and marked by intense violence and limited humanitarian access. The scale, complexity, and severity of humanitarian needs in Syria extends the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remains paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. However, informing operational and strategic planning remains highly challenging, as accessibility and security issues impede systematic data collection. A lack of predictable and consistent data undermines the ability of humanitarian actors to review their approach in light of the dynamic context.

REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has over the years grown significantly both in size and in influence as an actor in the Syria response. REACH works in opposition-controlled parts of Syria and coordinates closely with OCHA, nearly all clusters, key working groups (IM and technical) within the Syria coordination system, and various NGO fora in order to identify, address, and raise awareness of key information gaps, as well as to uphold the quality of data used to inform the response.

Through these engagements, REACH has identified that the following key challenges remain: (1) the lack of a needs tracking system that brings together and shares timely and regular information on changes in needs from a variety of sources; (2) the ability to conduct coordinated large scale data collection on a more regular basis – particularly critical in the highly volatile context, and during key humanitarian milestones such as the HNO; (3) the lack information from harder to reach areas with some of the most acute needs (4) lack of ability to quickly mobilize data collection in areas experiencing sudden escalations in conflict, due to accessibility, operational and security constraints; (5) the lack of more granular and detailed information on needs and response capacity on specific newly accessible geographic areas.

Broadly speaking, REACH Syria implements assessments within four key streams:

- Monitoring of the humanitarian situation in Syria, through monthly assessments covering over 1,600 communities in Syria, market monitoring to track prices of goods as per the survival minimum expenditure basket (SMEB), and ad hoc rapid assessments in times of sudden escalations in conflict or natural disasters;
- Displacement tracking, through tracking the movement of IDPs and Returnees down to a 24-48 hour-basis, as well as monitoring the humanitarian situation inside IDP camps and informal settlements;
- Area-Based Assessments to support humanitarian actors in the coordination to identify key response gaps by comparing humanitarian needs data with response data, in a set locality – often one that has recently become accessible and/or that is recovering for instance from besiegement;
- Technical support to clusters, for example in the form of coordination and implementation of sector and multisector assessments to inform the HNO, production of thematic assessments, presentations of findings, and capacity building.

For examples of REACH Syria information products, please see below:

[REACH: Northwest Syria Multi-sectoral Rapid Needs Assessment, Factsheet - March 2020](#)

[REACH: Informal Settlements & COVID-19 Vulnerability Profiles \(Ar-Raqqa, Deir-ez-Zor and Menbij\) - February 2020](#)

POSITION PROFILE

The assessment officer will play a lead role in coordinating REACH camps and sites assessments and delivering outputs focused on IDP sites and settlements in both northeast and northwest Syria. This includes assessment conceptualisation, research design, consultation with clusters and working groups, planning data collection, supporting as-needed on training of field staff and partner enumerators, data cleaning, follow-up and analysis, creation of factsheets, dashboards and other outputs and dissemination of information products.

The overall goal of the assessment officer will be to support in developing the technical capacity and expertise of the REACH camps & sites team in order to strengthen the quality and efficiency of REACH assessments/research cycles and products.

FUNCTIONS

Assessment Activities

- Development of camp profiling and camp mapping tools
 - Under the supervision of the Camps & Displacement Unit Manager, develop data collection tools and questionnaires (KoBo) to address information gaps in camps and sites throughout northwest and northeast Syria through engagement with clusters, sectoral working groups and other key humanitarian actors;

- Supervision and monitoring of data collection
 - Organise and facilitate field data collection in collaboration with the northeast Research Manager and REACH Syria Country Coordination;
 - Monitor the accuracy of data collected, undertake appropriate checks on data collected in the field and resolve discrepancies and quality issues.
 - Develop R-based system of data management and analysis for data dissemination and reporting;

- Preparation and production of outputs
 - Create camp and informal site profiling factsheets and work closely with REACH GIS officers to produce detailed camp mapping outputs for assessed locations

Internal Communication Processes

The REACH assessment officer will work directly with the Camps & Displacement Unit Manager in country and liaise with IMPACT in Geneva to ensure the quality of products developed. He/she will respond to information requests from IMPACT Initiatives and keep Geneva informed of REACH's camps and sites activities in the field.

Confidentiality and Data Protection

The REACH assessment officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorised sharing of information and data.

REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline;
- 2 years of relevant working experience in a humanitarian setting;
- Previous experience with mobile data collection (ODK, ONA, KOBO);
- Knowledge of the Adobe Suite, particularly Illustrator and InDesign;
- Excellent communication and drafting skills for effective reporting;
- Experience with GIS and/or remote sensing an asset
- Advanced technical skills, including ideally all or most of the following:
 - Strong analytical skills, including ability to identify outliers and key trends (required);
 - Advanced Excel skills (required);
 - Ability to operate R independently (ideal);
 - Ability to build and manage databases/dashboards independently (required);
 - Experience with cleaning and analysing large data sets (required);
 - Ability to operate Python, STATA and/or SPSS (ideal);
 - Good understanding of using various sampling frameworks (ideal);
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;

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