

## Job description

### REACH PROGRAM DEVELOPMENT AND IMPACT OFFICER FOR SYRIA

(Ref:20/SYR/PDIO01)

#### 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 Junior Officer/Officer to support our REACH Syria team in Amman.**

**Supervisor:** Deputy Country Coordinator

**Title:** Junior Program Development and Impact Officer/ Program Development and Impact Officer

**Location:** Amman, Jordan

**Contract duration:** 6 months

**Start date:** ASAP

#### COUNTRY PROFILE

The dynamic and multi-faceted nature of the Syrian humanitarian crisis has created significant challenges for information management. With 13.1 million people in need within the country as well as 5.6 million refugees outside of the country, and 6.6 million internally displaced, the capacity of the humanitarian community to understand and meet the needs of conflict-affected populations is extremely stretched. To respond to a crisis of such scale, timely and comparable information is required across Syria and its neighboring countries.

In this context, since 2013, REACH has been working closely in coordination with humanitarian clusters as well as with other national and regional coordination mechanisms such as OCHA and Cash Based Responses Technical Working Group to address information gaps and implement assessments that contribute to informing the humanitarian response.

Overall, since the onset of the deployment, REACH has been involved in macro and regional multisectoral assessments, informed cash and voucher programming across Syria through monthly Market Monitoring Exercise, extended technical support to the CCCM Community Level IDP Tracking Project in Syria, thematic assessments, and conducted rapid needs assessments in response to contextual changes. More information can be found here: <http://www.reach-initiative.org/where-we-work/ongoing-field-presence/syria>

## FUNCTIONS

Under the supervision of the REACH Syria Deputy Country Coordinator and IMPACT HQ in Geneva, the REACH Program Development and Impact Officer (PDIO) is responsible for coordinating program development and leading monitoring and evaluation for REACH Syria.

### Summary

The REACH PDIO shall be responsible for:

- In coordination with the Country Coordinator and Deputy Country Coordinator, identify funding opportunities commensurable with priority information gaps in the Syrian response;
- Draft proposals based on input from research units and coordinate the proposal development process between REACH Syria, ACTED Syria, and Impact HQ;
- Track contractual obligations for existing grants and ensure that REACH Syria is on track to meet these obligations;
- Coordinate reporting requirements and draft reports based on inputs from research units;
- Develop and improve systems for tracking research outputs
- Develop and improve systems for tracking research output utilization
- Produce analytical reports on research output utilization and work with research units to improve utilization
- Lead development of monitoring and evaluation reports
- Supervision and coordination of REACH assessment field staff to ensure a smooth and timely implementation of activities;

## RESPONSIBILITIES

### **Objective 1: Fundraising**

In coordination with the Country Coordinator, Deputy Country Coordinator, and Research Managers, the REACH PDIO is responsible for analysing the Syrian context as it relates to donor trends, humanitarian needs, gaps, and response, for identifying potential funding opportunities, and for coordinating the proposal development process including drafting proposals based on input from research units, preparing relevant appendices, and coordinating this process with ACTED-Syria and Impact HQ.

### **Objective 2: Grant management**

In coordination with ACTED Syria and Impact HQ, the REACH PDIO is responsible for managing ongoing grants. This includes tracking all contractual obligations and ensuring that these obligations are met or identifying in advance when it might not be possible to meet certain obligations and flagging this with the Senior Management Team so that appropriate action can be taken. Grant management responsibilities also includes organizing and leading grant kick-off and close out meetings for all grants, drafting monthly, bi-annual, and final reports based on inputs from research units, workplans, and other relevant requirements, and coordinating reporting with ACTED-Syria and Impact HQ.

### **Objective 3: Monitoring and evaluation**

The REACH PDIO is responsible for leading monitoring and evaluation of all REACH research cycles. This includes developing and improving systems for tracking research outputs and for developing and improving systems via. SendinBlue and Google Analytics for monitoring how research outputs are utilized. The PDIO will develop analytical reports on research output utilization based on quantitative data from SendinBlue, Google Analytics, and user surveys and qualitative data gather through key informant interviews and will work with research units to develop a strategy to improve research output utilization and impact. The PDIO will also be responsible for preparing all donor required monitoring and evaluation reports including baseline reports, mid-term reports, and final evaluations.

### **REQUIREMENTS**

- Excellent academic qualifications, including a Master's degree in relevant discipline preferred;
- 1 year of relevant working experience with program development, monitoring and evaluation, or related field preferred;
- Excellent communication and drafting skills for effective reporting;
- Excellent analytical skills – ability to situate findings within a wider context;
- Ability to operate in a cross-cultural and cross-country environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Understanding of the global and country level cluster approach, an asset;
- Prior knowledge of the Syrian context, an asset;
- Fluency in English required;
- Ability to operate Microsoft Word and Excel;
- Familiarity with Google Analytics and email marketing preferred;
- A self-starter with a strong existing ability to work independently;
- Strong interpersonal and communication skills.

### **CONDITIONS**

- Title (junior officer/officer) to depend on experience
- 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