

Job Description

ASSESSMENT SPECIALIST PDM AND CASH/MARKETS PORTFOLIOS FOR IRAQ (Reference: 20/IRQ/ASPDM01)

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 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 organization 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 an Assessment Specialist to support our team in Iraq.

Title: IMPACT/REACH Assessment Specialist – PDM and Cash/Markets
Location: Erbil, Iraq
Contract duration: 12 months
Start date: ASAP

POSITION PROFILE

We are currently seeking a professional with knowledge and technical expertise in the thematic areas of Post Distribution Monitoring (PDM) and multi-purpose cash assistance (MPCA) for the position of Assessment Specialist in Iraq. The ideal candidate will be eager to work in a dynamic organization with opportunities to help build the country mission's MPCA and PDM portfolios, and to oversee assessments to inform the growing cash-based response in Iraq.

In his/her mission, the Assessment Specialist 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.

FUNCTIONS

Under the functional supervision of the IMPACT/REACH Third Party Monitoring (TPM) Research Manager in Iraq and IMPACT HQ in Geneva, the REACH/IMPACT Assessment Specialist will provide technical leadership and support to the TPM team across PDM research cycles, including training and capacity building as needed. He/she will support the coordination and implementation of multiple assessments in Iraq falling under the PDM portfolio, including preparation, implementation, and reporting. He/she will also provide technical support to the development of the MPCA portfolio. Duties will also include coordination and implementation of related logistics, partner engagement, and reporting and finance requirements.

RESPONSIBILITIES

IMPACT

- Providing technical inputs into the design and implementation of research and assessments falling under PDM of UNHCR's multi-purpose cash assistance (MPCA). Specifically, envisaged research cycles may include:
 - PDM for MPCA for new Syrian refugee arrivals in the Kurdistan Region of Iraq (KR-I)
 - PDM for Core Relief Items (CRI) to refugees and IDPs across the whole of Iraq
 - 2020 Baseline, Midline and Endline longitudinal analysis on the medium-term impact of MPCA for refugees in KR-I

REACH

- Contributing to the strategic direction and development of REACH's cash and markets portfolio in Iraq, engaging with key stakeholders to identify existing information gaps with the aim of expanding the portfolio.
- Supporting the implementation of the PDM taskforce initiative to support standardization of key PDM indicators and activities across cash actors in Iraq
- Ensuring quality control mechanisms are in place and in line with IMPACT global standards
- Supporting the coordination and implementation of Joint Price Monitoring Initiative (JPMI) market assessment activities, including contributing to the updating and expansion of the project dashboard.
- Regularly attending Cash Working Group meetings and other external engagement as required.
- Active engagement with IMPACT's cash and markets community of practice.

GENERAL

- Providing technical support, training and capacity building across the TPM Unit
- Ensuring that assessments are planned and implemented in a structured and coherent manner, in line with project and programme objectives, the research cycle, and other relevant guidelines
- Securing approval of research TORs by management (including Geneva HQ), making sure these are also understood and used by assessment staff and stakeholders, and updated as required;

- Ensuring the timely and high-quality implementation of data collection, including guaranteeing each staff member is properly trained and data cleaning mechanisms are in place and functional during the data collection cycles
- Leading complex quantitative analyses across research cycles, as well as providing technical input, guidance, and review of data analysis conducted by other team members
- Overseeing the writing of timely and accurate assessment reports and factsheets, which comply with HQ guidelines
- Assuring the implementation of workplans and deadlines
- Ensuring the quality of all research products. This involves reviewing all products prior to HQ review, with final accountability for presentation, quality, and content.
- Supporting the development/revision of assessment/programme strategies, reports, or new proposals
- External representation with partners

CONFIDENTIALITY

The Assessment Specialist 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

- Excellent academic qualifications, including a Master degree in development economics, or another relevant discipline
- At least 2 year of relevant working experience in development or transitional settings, through either research, evaluation, assessments, or programmes
- Prior field experience required. Field research, M&E, or assessment experience highly desirable
- Excellent analytical skills
- Excellent communication and drafting skills for effective reporting
- Excellent team management skills
- Ability to operate in a cross-cultural environment requiring flexibility
- Past experience in the Middle-East and North Africa region is desirable
- Fluency in English required, Arabic language skills highly desired
- Ability to operation Microsoft Word, Excel and Project Management Software
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software an advantage
- Ability to multitask with tight deadlines, on numerous research cycles

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 organization'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