Job Description

REACH ASSESSMENT OFFICER FOR UKRAINE
(Reference: 20/UKR/AO01)

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 an Assessment Officer to support our team in Ukraine.

Department: REACH
Position: REACH Assessment Officer
Contract duration: 6 months
Location: Sievierodonetsk
Starting date: ASAP

COUNTRY PROFILE
In early 2020 the east of Ukraine entered its seventh year of armed conflict where approximately 3.5 million people are in need of humanitarian assistance and protection. Ongoing and widespread ceasefire violations along the 427-km Line of Contact (LoC) and the restrictions on movement of people and goods continue to pose significant risks to civilian populations in Donetsk and Luhansk oblasts (collectively referred to as Donbas). In a recent assessment conducted by REACH, it was found that for 31% of households with severe or extreme severity of humanitarian needs, the primary drivers of needs were associated with health, shelter or protection and the direct impact of the crisis.

In this already fragile context, Ukraine experienced an outbreak of COVID-19 in March 2020. As of 30 June, containment measures have had a significant impact on the Ukrainian economy and with relaxation of confinement on 22nd May concerns still exist around health outcomes. The pandemic is likely to further damage the eastern conflict area’s already fragile economic condition (COVID-19 HRP), as in locations close to the LoC, food prices increased by average of 12% between February and April 2020 and 45% of SEIA respondents (53% in urban vs. 39% in rural areas) reported a decrease in purchasing power. The economic crisis is likely to push hundreds of thousands of mostly urban residents into poverty. In the highly urbanized regions of Donetsk and Luhansk, this will compound years of economic downturn.
COVID-19 is thus expected to further strain the ability of vulnerable conflict-affected populations to access notably adequate livelihoods, and basic food and non-food items in the immediate future.

In response to this situation, IMPACT Initiatives will be conducting an assessment of household economic resilience to build a detailed understanding of the economic impact of COVID-19 on highly industrialized conflict-affected areas. This will be critical to accurately target people whose resilience has been exhausted by years of conflict and COVID-19 induced layoffs.

POSITION PROFILE
IMPACT Initiatives currently has an open position for an Assessment Officer in Ukraine. The incumbent will be part of the REACH Initiative unit and work primarily on assessments in responding to COVID-19. IMPACT is seeking a professional with experience in developing and coordinating assessments in a development context. The ideal candidate will be eager to work in a dynamic organization with opportunities to build coordination skills whilst overseeing assessments which inform the humanitarian needs overview and humanitarian response plan.

FUNCTIONS
Under the functional supervision of the Assessment Manager in Ukraine and IMPACT HQ in Geneva, the Assessment Officer is responsible for planning, coordinating, analysis and reporting on a single research cycle under the REACH portfolio. The Assessment Officer may additionally be asked to support these processes on other research cycles on an adhoc basis.

In his/her mission, the 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 IMPACT Assessment Officer will be responsible to support the IMPACT team in:

- **Assessment preparation and planning**
  - Secondary data review.
  - Drafting data collection instruments and data analysis plans in line with IMPACT tools and templates.
  - Adjusting research design based on inputs from HQ and external partners.
  - Consulting internal stakeholders to ensure instruments are of a high quality and field-ready.
  - Preparing materials for enumerator and team leader training sessions.
  - Maintaining preparation and planning documentation, ensuring strict version control.

- **Research cycle management and coordination of data collection activities**
  - Coordinating, with the support of the field manager and field team leaders, the implementation of household surveys and key informant interviews.
  - Contributing to enumerator and team leader training sessions in preparation for field.
  - Monitoring and adjusting data collection strategies and tools based on feedback from the field.
  - Ensuring overall quality of data and adherence to standard IMPACT processes.
  - Providing regular updates on the status of the research cycle.
- **Report drafting and documenting the key steps of the research cycle**
  - Drafting presentations, reports and other products on assessments results.
  - Providing suggestions in terms of data visualization and data communication.
  - Ensuring tracking of all feedback provided on products.
  - Maintaining a log of lessons learned and best practices.
  - Assisting in the planning of – and participating in – dissemination events.

- **Provide M&E capacity to the assessment component of the REACH programme**
  - Support close compliance to M&E procedures of ACTED and IMPACT.
  - Provide suggestions for improving of programme monitoring practices.

**CONFIDENTIALITY**
The 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 or collected during his/her assignment.

**REQUIREMENTS**
- Excellent academic qualifications
- At least 3 years of relevant working experience in humanitarian or transitional settings, through either research, evaluation, assessments, or programmes
- Prior field experience required. Field research, M&E, or assessment experience required. Experience in working with socio-economic indicators desirable.
- Excellent analytical skills
- Excellent communication and drafting skills for effective reporting
- Ability to operate in a cross-cultural environment requiring flexibility
- Past experience in conflict affected regions is desirable
- Fluency in English required, Russian language skills is highly desirable
- Advanced skills Microsoft Word, Excel Software and Adobe InDesign
- Skills in SPSS and/or R, STATA or other statistical analysis software an advantage
- Ability to multitask with tight deadlines, on numerous research cycles
- Ability to work independently and manage people remotely

**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