

Job description

AGORA ASSESSMENT OFFICER

(Ref: 20/AFG/A001)

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 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 an Assessment Officer to lead on the AGORA research in Afghanistan.

Position:	Assessment Officer
Contract Duration:	6 months
Location:	Mazar-i-Sharif, Afghanistan with frequent travels to Kabul and Faryab provinces
Start date:	ASAP

COUNTRY PROFILE

IMPACT has been present in Afghanistan since 2016, providing a growing evidence base for humanitarian response planning through sectoral, multi-sectoral and area-based assessments as well as information management services. Working across all 34 provinces, including hard-to-reach areas, the Afghanistan team's research supports and facilitates emergency response efforts immediately following conflict or natural disaster as well as more long-term oriented resilience and recovery activities.

As part of the Resilience and Recovery Research Unit (RRRU), AGORA activities have been implemented in Afghanistan since September 2018, providing an evidence base for local community leadership boundaries, and collective resource management for a large, multi-year development project funded by the Norwegian Ministry of Foreign Affairs (NoMFA). The project aims to identify and map local communities, understand how they are structured and lead, and catalogue the available shared resources and economic activities, in order to provide an evidence base for locally-led development initiatives. Resource mapping, anthropologic

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assessments, and multisector assessments aimed at improving socioeconomic development, public service access, and local government inclusivity.

POSITION PROFILE

IMPACT seeking an established professional with knowledge and technical expertise in implementing area-based multi-sector 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 multi-sector assessments which inform the a multi-year development project aimed at improving local governance, particularly around socio-economic development, access to public services, and government inclusivity.

Under the supervision of the Resilience and Recovery Research Unit (RRRU) Research Manager in Afghanistan and IMPACT HQ in Geneva, the AGORA Assessment Officer is responsible for the coordination and implementation of all assessments in Afghanistan falling under the AGORA portfolio. He/she is also responsible for related coordination of logistics, partner engagement, reporting and project reporting.

The AGORA Assessment Officer will be responsible, with the support of the IMPACT team in-country, for:

- A. To coordinate implementation of assessments in all geographical units targeted under the AGORA programme
 - B. Draft assessment reports and tools documenting the key steps of the research cycle
 - C. Share assessment results to key stakeholders
 - D. Provide project management and M&E capacity to the assessment component of the AGORA programme
- A. To coordinate implementation of all assessments in all geographical units targeted under the AGORA programme
- Support ACTED Development programmes with research components in coordination with ACTED Project Management, Global AGORA focal points, and RRRU Management
 - Adjust research design based on inputs from ACTED, local actors, and the REACH RRRU management in accordance with IMPACT tools and templates
 - Adjust data collection strategies and tools based on research design strategy and global best practices
 - Coordinate the implementation of assessments with the support of the field manager and field team leaders
 - Identify information gaps and new areas of research to covered by the AGORA Programmes
 - Adjust data collection strategies when needed
- B. Draft assessment reports and tools documenting the key steps of the research cycle
- Design and draft research tools in coordination with RRRU Research Manager and IMPACT Global Research Team
 - Design data products in coordination with RRRU Research Manager and IMPACT Global Research Team
 - Ensure overall quality of outputs and adherence to standard IMPACT processes
 - Proofread assessments and other key products to be released by IMPACT
 - Provide suggestions in terms of data visualization and data communication
 - Ensure regular communication with ACTED and IMPACT HQ at critical steps of the assessments
 - Ensure tracking of all feedback provided on products

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- C. Share assessment results to key stakeholders
 - Draft presentations of assessments results
 - Present key findings in different forums such as local level meetings, partner meetings and national level forums
 - Suggest derivative products to communicate assessment results to wider audiences
- D. Provide project management and 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
 - Provide inputs into programme reports and project management tools (PMF, Monthly Coordination Reports)
 - Coordinate with ACTED Project Development and Monitoring and Monitoring and Evaluation teams for reporting logframes.
 - Conduct local staff appraisals and HR reviews

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, including a master's degree in development economics, anthropology, political science or another relevant discipline
- At least 2 years 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 conflict affected regions is desirable
- Fluency in English required, Persian/Dari language skills is an advantage
- 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
- 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;
- 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.