

RESEARCH MANAGER – PROGRAMME MONITORING, EVALUATION AND LEARNING

(Reference: 20/IRQ/PNDARM01)

Title: PANDA Research Manager

Location: Erbil, Iraq

Contract duration: 12 months

Start date: ASAP

We currently have an open position for a Research Manager in Iraq. We are seeking an experienced professional with an extensive background in monitoring and evaluation, learning, knowledge creation and management, and humanitarian/development cash assistance to lead our direct partner support activities. This is a senior position in a large, dynamic country-team which will give you the opportunity to demonstrate management skills and technical expertise whilst overseeing assessments which directly inform the humanitarian and development programming and decision making.

CONTEXT AND OVERVIEW

IMPACT Initiatives is a think-and-do-tank based in Geneva, Switzerland, which specialises in data collection, management and analysis in order to support humanitarian and development action through its Initiatives AGORA, PANDA and REACH. IMPACT is a sister organization of ACTED, an international NGO whose headquarter is based in Paris and which is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support on its countries of intervention.

The PANDA Research Manager (RM) position is based in Erbil, Iraq, with travel required to other bases in Iraq. The role necessitates a high level of external engagement, the ability to influence and drive processes, whilst also managing the internal running of operations. The RM is expected to oversee teams (currently 10 technical staff, plus a varying team of operations and data collection staff), workplans, donor relations, new proposals and projects, technical design of inputs and review and publication of monitoring, evaluation and assessment outputs with direct support of the Iraq country team and with technical backstopping IMPACT Geneva HQ. Past experience in one or more of the aforementioned areas is not essential although highly desirable. At minimum, management experience, awareness of the humanitarian sector, and technical skills in assessments, monitoring and evaluations is required.

FUNCTIONS

Under the functional supervision of the IMPACT Country Coordinator in Iraq and in close coordination with the Global PANDA Coordinator in Geneva, the RM is responsible for the management and implementation of third-party monitoring (TPM) activities and contextual assessments in Iraq, including their preparation, implementation and follow-up. He/she is also responsible for related logistics, partner coordination, reporting and financial management, and will be expected to provide input to the strategic development of programs.

In his/her mission, the RM 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 RM is responsible for:

1. Management of all Research Cycles

1.1 TPM and Assessment Preparation and Planning:

- Ensuring that all activities are planned in line with relevant project and program objectives and with REACH research cycle and other relevant guidelines;
- Ensure that required secondary data analysis has been conducted in preparation for activities;
- For each activity, ensure TORs are developed and reviewed before they are sent to Geneva for validation and ensure that TORs are validated by HQ before any data collection begins;
- Ensure that ToRs are understood and used by staff and stakeholders, and updated as required; Compose and construct, in close coordination with GIS and data management team, qualitative and quantitative data collection tools; ensure engagement with GIS teams on GIS requirements of research cycle/assessment;
- Keep track of progress and delays of all assigned activity throughout the research cycle. Ensure that delays or identified challenges for specific projects are reported in writing and orally in a timely manner;
- Ensure relevant stakeholders and partners are engaged in activity design and planning.

1.2 Data collection and management

- Ensure that required enumerators are identified and trained for primary data collection;
- Monitor data collection, ensuring its correct implementation in line with agreed TORs;
- Ensure that Country Coordinator is alerted to any issues that prevents full implementation of the methodology in line with the agreed TORs; ensure that all changes to the methodology are documented throughout implementation and validated by IMPACT HQ and key partners;
- Ensure logistics, financial, administration, security and HR processes directly related to IMPACT have been appropriately implemented and with the relevant ACTED departments.
- Ensure regular situation updates on data collection have been produced and circulated to relevant IMPACT, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process; coordinated
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Oversee analysis on collected data as per ToRs;
- Ensure that meaningful techniques are used to analyze the data collected;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage or sharing with external parties and do not contain personal information

1.3 Product drafting

- Maintain regular communication with IMPACT HQ on progress and deadlines for written products;
- Ensure the drafting of timely and accurate activity outputs (i.e. reports, factsheets, etc.), which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to IMPACT HQ for validation;
- Ensure that all written products are validated by IMPACT HQ before external release.

1.4 Product dissemination and evaluation

- Under the direction of the Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Under supervision of IMPACT HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

2. Management of Assessment Team

- Conduct regular meeting with all international and senior national Assessment Team members to assess progress in all research cycles and to review work plan;
 - Bilateral management of international and senior national assessment team members, including (in consultation with Country Coordinator) the conduct of appraisals, as well as participation in staff career management;
 - In coordination with Country Coordinator conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
 - Support to the Country Coordinator in the development and implementation of capacity training plans for REACH assessment and field team member;
 - Be available to provide regular support and technical backstopping;
 - When relevant, support/ lead staff appraisal and recruitment process in collaboration with Country Coordinator.

3. External relations

- In coordination with the Country Coordinator, ensure that relevant partners are consulted and involved at all stages of research cycle: the design and preparation of activities; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;
- In coordination with the Country Coordinator, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate;
- In coordination with the Country Coordinator, represent REACH/IMPACT in technical external engagements related to assessments;
- Support the IMPACT Country Coordinator in external engagement in relation to REACH/IMPACT strategy or (when requested and with focal point) to fundraising and grants management.

4. Strategy Development and Implementation.

In support to the Country Coordinator, the RM will actively contribute to the development of the IMPACT strategy in Iraq. In particular s/he will support in identifying and concretising:

- The need for assessments, in line with humanitarian priorities
- Synergies with other assessment and knowledge management actors
- Strategic partnerships with key humanitarian and development stakeholders and decision makers
- Key events / milestones that should be informed
- Advocacy and dissemination strategies to strengthen the impact of our work
- Support in the preparation and follow up of country level internal strategic workshops and plans
- Engagement with IMPACT HQ in global level strategic priorities

5. Others

- Support the Country Focal Point in drafting of relevant project narrative and financial reports;
- Maintain an oversight of budget availability and expenditure for assessment activities for which s/he is responsible;
- Other tasks as requested by supervisors.

CONFIDENTIALITY

The RM 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 relevant discipline;
- At least 4 years of relevant working experience in humanitarian or development settings such as research, evaluation, assessments and programmes;
- A demonstrated understanding of the use of cash transfers in humanitarian and/ or development programming
- Field experience related to monitoring and evaluation activities, humanitarian or development interventions, or other similar relevant sector are required;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Demonstrated capacity to manage a large, diverse team
- Experience with stakeholder engagement
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the humanitarian aid system, and understanding of donor and governmental requirements
- Past experience in the Middle-East and North Africa region is desirable;
- Fluency in English required; working proficiency in Arabic is preferred;
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software and 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