

REACH SENIOR ASSESSMENT OFFICER FOR AFGHANISTAN (INFORMAL SETTLEMENTS)

(Reference: 20/AFG/SAOISSETS)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a leading Geneva-based think-and-do tank which aims to improve the impact of humanitarian, stabilisation and development action through data, partnerships and capacity building programmes. The IMPACT team comprises specialists in coordination, data collection, management and analysis, GIS and remote-sensing.

The organisation manages several initiatives, including the REACH Initiative. REACH was born in 2010 as a joint initiative of the 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 provide granular data, timely information, and in-depth analysis to support the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. The work of REACH directly feeds into aid response and decision-making by providing accessible and precise information on the humanitarian situation of crisis-affected populations.

We are currently looking for a REACH Senior Assessment Officer to support our REACH Afghanistan team.

Department: REACH
Position: Senior Assessment Officer
Contract duration: 1 year
Location: Kabul, Afghanistan
Starting Date: ASAP

COUNTRY PROFILE

REACH 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.

In 2020, REACH Afghanistan has two distinct project portfolios, one focusing on Inter-Sectoral Research and coordinating heavily with the emergency humanitarian response, whilst the other explores Recovery and Resilience issues to support longer-term development solutions and disaster risk reduction programming. A major pillar of the Resilience and Recovery Unit (RRRU) is REACH's informal settlements (ISETs) programme. This aims to use area-based approaches to both map ISETs around the country, as well as understand the profile, community organization, and infrastructure of populations living in ISETs. This work feeds into both immediate humanitarian programming, as well as understandings and response to longer term resilience capacity and durable solutions to displacement.

POSITION PROFILE

REACH Afghanistan is seeking a Senior Assessment Officer (SAO) to serve as the focal point for its Informal Settlement (ISET) research profile. In this role, the SAO will be responsible for overseeing all research cycles related to ISETs assessments, with the primary responsibility for representing REACH on the Protection, Housing Land and Property (HLP) and other Protection-related sub-clusters. Tasks will include indicator review, sampling strategy review, data collection tool and methodology design, data cleaning tool and methodology design, coordination of technical support during the implementation of data collection, output production and presentation of results. In addition, this role is key to supporting the incorporation of ISETs findings into strategic planning documents. This portfolio places an emphasis on community and area based approaches, using mixed methods and novel approaches, including community mapping of infrastructure and boundaries, network analysis of community organization and governance structures, and legal analysis around HLP issues.

In addition, the SAO will serve as the primary liaison for ISETs with the Inter Cluster Coordination Team (ICCT) and other coordination bodies. In collaboration with the REACH Afghanistan project focal points, relevant partners, and coordination bodies, the SAO will ensure that REACH-supported data and analysis is shared with and utilized by the broader humanitarian and development community.

As ISETs is a new programme, the SAO will need to take a major leadership role in identifying the interests and needs of different humanitarian and development stakeholders in order to develop an ISETs engagement strategy for REACH in Afghanistan. This will include some guided involvement in proposal drafting and project development.

SUMMARY

In close coordination with the REACH Afghanistan team, and under the direct line management of the RRRU Research Manager, the Senior Assessment Officer is responsible for:

- Compiling and analysing available data related to the project produce secondary data reviews, assessment reports, situation overviews, and factsheets.
- Conducting all assessments related to the research cycle
- Working in close collaboration with project partners in the design, implementation, data cleaning and analysis survey.
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives
- Coordinating logistical aspects of assessments with partner organisations; support the Field Officers in managing and directing data collection teams in the field
- Providing oversight of data analysis and reporting from the collaborative assessments
- Ensuring the writing of timely and accurate assessment reports and factsheets from collaborative assessments
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- Leading external representation of REACH with clusters, partners and the wider aid community through coordination mechanisms and sectoral working groups (if necessary);
- Coordinating timely and accurate reporting to IMPACT Headquarters and donors, as required.

1. MANAGEMENT OF ALL RESEARCH CYCLES

1.1 *Assessment Preparation and Planning:*

- Ensure that all assessments are planned in line with relevant project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Ensure that required secondary data analysis has been conducted in preparation of an assessment;
- For each assessment, develop and review ToRs 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 assessment 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;
- Track progress and delays of all assigned assessments throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner to the Field Manager, Senior Assessment Officer, and other relevant staff;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

1.2 *Data collection and management*

- Monitor partner and IMPACT team data collection, ensuring its correct implementation in line with agreed TORs;
- Support the Assessment Officer and Field Officers to ensure that required enumerators are identified and trained for primary data collection;
- Ensure that the IMPACT 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;
- Ensure logistics, financial, administration, security and HR processes directly related to IMPACT have been appropriately implemented and coordinated 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;
- 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 tested and accurate techniques are used to analyze the data collected;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.

1.3 *Product drafting*

- Maintain regular communication with IMPACT HQ on progress and deadlines for written products;
- Manage assessment staff toward timely drafting of timely and accurate assessment outputs (i.e. reports, factsheets, etc.), which comply with IMPACT's guidelines and quality standards;
- Review and lead revision of 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 REACH Country Coordinator, engage in the dissemination of research products, including through articles, REACH 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 REACH Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with REACH guidelines

2. GRANTS MANAGEMENT AND REPORTING

- Ensure timely drafting and submission of all required reporting to the donor;
- Support the IMPACT HQ and ACTED support team in drafting of relevant project narrative and financial reports;
- Maintain an oversight, in close coordination with the IMPACT Country Coordinator, IMPACT HQ, and the ACTED Finance Manager, of budget availability and burn-rates for all data collection activities
- Develop ISETs strategy and participate in project development and drafting of ISETs-related projects.

3. EXTERNAL RELATIONS

- Ensure that relevant partners are consulted and involved at all stages of research cycle as necessary: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;
- 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;
- Represent REACH at the HLP Sub-cluster and in technical external engagements related to assessments

4. CONFIDENTIALITY AND DATA PROTECTION

The Senior 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 REACH and its partners, or collected during his/her assignment with REACH.

5. ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities REACH and partners work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 3 years of relevant working experience in humanitarian or development settings, previous experience in other IMPACT/REACH missions is preferred;
- Experience conducting area-based assessments at national and site levels;
- Experience coordinating interagency assessments or monitoring activities;
- 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;
- Prior knowledge of the region is an asset;
- Fluency in spoken and written English required;
- Ability to operate Microsoft Word, Excel and Adobe Creative Suite Products is required;
- Ability to operate SPSS, Python, R, or related statistical programming is an asset;
- Ability to work independently and manage team members remotely.