

## REACH Senior Assessment Officer (Cash and Markets) in Uganda

### BACKGROUND ON IMPACT

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 a Senior Assessment Officer to support our cash and markets assessment work in Uganda.**

<b>Department:</b>	REACH
<b>Contract duration:</b>	One year
<b>Location:</b>	Kampala, Uganda
<b>Starting Date:</b>	September 2020

### POSITION PROFILE

REACH is expanding its cash and markets assessment and analysis work in Uganda through supporting commodity price and market functionality monitoring, provided analytical support to the Uganda Cash Working Group, and conducting ad-hoc cash and markets related assessments. This position will work closely with the Uganda Cash Working Group's Market Analysis Task Force to expand the evidence-base of cash and markets data available to improve coordination and provide regular and timely information to actors implementing market-based responses within the Uganda refugee response.

### FUNCTIONS

Under the functional supervision of the IMPACT Country Coordinator in Uganda, the Senior Assessment Officer is responsible for the management of all REACH research cycles relating to the project, including design, implementation, dissemination and evaluation. He/she works closely with the Assessment Officer, GIS/Database Officer, and Field Officers on the content of assessments, ensuring high quality data collection, and with the IMPACT Country Coordinator and REACH Global Cash and Markets Assessment Specialist in development and implementation of IMPACT strategy in Uganda related to cash and markets work. The position will be based in Kampala, with up to 30% travel to the refugee settlements.

### SUMMARY

In close coordination with the IMPACT Uganda team, the Senior Assessment Officer is responsible for:

- Compile and analyse available data related to the project produce secondary data reviews, assessment reports, situation overviews, and factsheets.
- Responsible for conducting all assessments related to the research cycle
- Working in close collaboration with project partners in the design, implementation, data cleaning and analysis survey.

- Ensure that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives
- Coordinate logistical aspects of assessments with partner organisations; support the Field Officers in managing and directing data collection teams in the field
- Provide oversight of data analysis and reporting from the collaborative assessments
- Ensure the writing of timely and accurate assessment reports and factsheets from collaborative assessments
- Support the development/revision of assessment / programme strategies, reports or new proposals;
- Lead external representation of IMPACT with donors, partners and the wider aid community through coordination mechanisms and sectoral working groups (if necessary);
- Coordinate timely and accurate reporting to IMPACT Headquarters 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 IMPACT 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 IMPACT Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT 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

## 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 IMPACT at the Cash Working Group 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 IMPACT and its partners, or collected during his/her assignment with IMPACT.

## 5. ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities IMPACT 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 IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT 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 cash and market-related assessments and fluency in cash-based transfer modalities;
- 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 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.

## 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
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life and repatriation insurance + retirement package

For more information, visit us at <http://www.impact-initiatives.org>