

RESEARCH MANAGER – HUMANITARIAN PROGRAMME CYCLE UNIT

(Reference: 20/IRQ/RM01)

CONTEXT AND OVERVIEW

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland, which specialises in data collection, management and analysis in order to support humanitarian action. 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 particularly to benefit from ACTED's operational support on its countries of intervention.

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.

This Research Manager 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 Research Manager is expected to oversee teams, workplans, donor relations, new proposals and projects, technical design of inputs and review and publication of assessment outputs. Technical backstopping and support is provided by the IMPACT Geneva HQ team. Research cycles current include activities supporting WASH and CCCM Clusters, as well as the development of the 2021 HNO/HRP – it is expected that other cluster support activities will be developed during the Research Managers tenure. 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.

We are currently looking for a Research Manager to support our team in Iraq

Title: Research Manager – Humanitarian Programme Cycle Unit
Location: Erbil, Iraq
Contract duration: 6 months
Start date: ASAP

FUNCTIONS

Under the functional supervision of the REACH Country Coordinator in Iraq and of IMPACT's HQ in Geneva, the REACH Research Manager – Humanitarian Programme Cycle Unit is responsible for the management and implementation of assessments in Iraq, including the preparation, implementation and follow-up.. S/he is also responsible for related logistics, partner coordination, and reporting and finance requirements and will be required to provide input to the strategic development of programs.

In his/her mission, the Research Manager 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 Assessment Manager is responsible for:

1. Management of all Research Cycles

1.1 Assessment Preparation and Planning:

- Ensuring that all assessments 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 of an assessment;
- For each assessment, 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;
- Keep track of progress and delays of all assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Ensure relevant stakeholders and partners are engaged in assessment 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;
- Ensure logistics, financial, administration, security and HR processes directly related to REACH have been appropriately implemented and with the relevant ACTED departments.
- Ensure regular situation updates on data collection have been produced and circulated to relevant REACH, 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;
- 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;
- Ensure the drafting of timely and accurate assessment 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 preparation of the assessment; 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 Research Manager will actively contribute to the development of the REACH 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 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 Research Manager 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 settings such as research, evaluation, assessments and programmes;
- Field/humanitarian experiences needed, in monitoring and evaluation, NGOs, or other similar relevant sector;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills;
- Experience with stakeholder engagement
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the 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, Arabic language skills highly desired;
- Ability to operation Microsoft Word, Excel and Project Management Software;
- 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