

## REACH ASSESSMENT INTERN IN LIBYA

(Reference: 20/LBY/AI01)

### 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.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

**We are currently looking for a REACH Assessment Intern to support our REACH Libya team based in Tunis, Tunisia.**

**Department:** REACH  
**Position:** REACH Assessment Intern  
**Contract duration:** 6 months  
**Location:** Tunis, Tunisia  
**Starting Date:** January 2021

## COUNTRY PROFILE

Our team in Tunisia manages our operations based in Libya.

REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH's intervention in Libya has been divided in two phases: during and in the aftermath of the first conflict in 2011-2012 and since 2015. Since late 2015, REACH established a full time presence in country conducting various assessments such as Multi Sector Needs Assessments, IDP profiling exercises, rapid and damage assessments.

## POSITION PROFILE

### FUNCTIONS

Under the supervision of the senior Assessment officer and IMPACT HQ in Geneva, the REACH Assessment Intern is responsible for the management and implementation of all REACH assessments in country, including their preparation, implementation and follow-up. He/she will also be responsible for related logistics, partner coordination, reporting and finance requirements.

### Summary

The REACH Assessment Intern shall work closely with the REACH Assessment teams, responsible for:

- Supporting the REACH Senior Assessment Officer to design and implement REACH assessment strategy and methodology, including desk reviews and contribution to questionnaire and tool design;
- Working with field staff to design and implement REACH assessment procedures, including coordinating and ensuring timely data collection and analysis, and in partnership with GIS/DB team
- Ensuring the writing of timely and accurate assessment reports, factsheets and other outputs (including designing and creating data visualisations using specific software when needed);
- Supporting the development / revision of assessment / programme strategies, reports or new proposals;
- Liaising with programme staff of other ACTED departments to ensure close coordination and information sharing is maintained.

### **1. REACH Assessment support to Implementation and Coordination**

- Support to the assessment process

The REACH Assessment Intern will undertake desk research on key topics. Moreover, he/she will support designing the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will contribute to the planning, implementation, and follow-up of assessment activities related to Libya. Along with the REACH Assessment Senior Officer and GIS team, the REACH Assessment Intern will support the monitoring of the data collection process to contribute to ensuring high quality and

accurate information is collected in an appropriate fashion. Moreover, he/she will contribute to ensuring that the data is accurately incorporated into appropriate databases.

- Implementation

The REACH Assessment Intern is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment and database. This will specifically include designing data collection tools (key informant interviews, household surveys, focus groups, and others); development or review of datasets; data cleaning and contributing to GIS data collection procedures; factsheets and other outputs.

- Coordination

The REACH Assessment Intern will contribute to internal coordination mechanisms. He/she will participate in coordination mechanisms as required by the REACH manager, always making sure guidelines and action points are clear. When strictly required, the intern will represent REACH in external meetings.

## **2. REACH Reporting**

The REACH Assessment Intern will contribute to consolidating all analyses and conclusions from each assessment into REACH outputs such as factsheets, reports and briefs using standard formats. This will include conducting analysis using Excel and SPSS. He/she will liaise with REACH assessment and field teams in Libya to ensure accurate analysis, as well as REACH GIS teams in order to represent data in interactive web map or static map format, as relevant.

## **3. REACH administrative and logistics support**

The REACH Assessment Intern will provide overall support to the in-country REACH team in assessment processes, logistics, trainings, etc He/she will also contribute to build the capacity of REACH assessment staff to better plan, implement, supervise and monitor programs, including budget planning and forecasting as well as reporting. The REACH Assessment Intern will be also expected to liaise with the Finance, Logistics and Administrative teams in finding and resolving assessment related issues.

## **4. Communication and Dissemination**

The REACH Assessment Intern will contribute to the drafting and dissemination of REACH products through social media and internet platforms, as well as to REACH stakeholders, always under the supervision of the REACH Manager, and following REACH guidelines and procedures. The REACH Intern is also expected to contribute to the creation of a positive image and overall credibility of the organisation and among stakeholders working in Libya.

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar);
- Excellent analytical skills;
- Fluency in both oral and written English, with experience in report writing at a graduate or professional level and excellent drafting skills;
- Ability to quickly learn to effectively use a variety of programs to assist with data analysis and representation;
- Ability to operate Microsoft Word and Excel to a high level;
- Ability to work in a cross-cultural environment and strong capacity to work in intercultural teams;
- Excellent team working and communication skills;
- Familiarity with the humanitarian aid system;
- Ability to work independently and with initiative;
- Ability to think creatively and use initiative to develop new tools and processes.

## DESIRABLE

- Experience in assessments, M&E, field research, evaluations an asset; preferably in an international context;
- Experience with programs under Adobe Software package, in particular Adobe Indesign;
- Experience with programs used for data analysis and visualisation, such as Tableau, SPSS or other statistical programmes;
- Arabic language skills an advantage;
- Prior knowledge of the region and specifically of Libya conflict and the humanitarian situation.

## RENUMERATION

Field intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, food and travel costs, including return ticket and a luggage allowance of 50kg
- The provision of medical, repatriation and life insurance.