WATER, SANITATION, AND HYGIENE (WASH) ASSESSMENT OFFICER
(Reference: 20/IRQ/WAO01)

BACKGROUND ON IMPACT, REACH AND ACTED
IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises of specialists in data collection, information management, data analysis, and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarters 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.

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 3,300 staff are committed in responding to emergencies worldwide, in supporting recovery and rehabilitation, and working towards sustainable development.

We are currently looking for a REACH Assessment Officer to assess WASH needs and conditions in Iraq and to work closely with REACH teams to provide relevant analysis to the humanitarian response.

Supervisor: REACH Research Manager
Title: REACH Assessment Officer
Location: Erbil, Iraq
Contract duration: 6 months
Start date: ASAP

COUNTRY PROFILE
ACTED has been working in Iraq since 2003, providing humanitarian support to vulnerable populations through multi-sector emergency assistance. The REACH Initiative has been present in Iraq since 2012, supporting humanitarian decision-making with assessments and information management activities focusing on the needs of displaced, returnees, and conflict-affected populations. Today, data collected and disseminated by REACH aims to provide a baseline for ongoing response planning efforts across Iraq.

REACH assessment activities in Iraq are currently focussed along the three major themes:
- Support for decision-makers in the humanitarian planning cycle;
- Information support and advocacy for durable solutions for internally displaced persons and returnees;
- Third-party quality monitoring of humanitarian programmes.
REACH has its main assessment office in Erbil, with data collection teams working across Iraq.

The WASH Assessment Officer will support the Sector Unit in providing direct technical support to the WASH clusters. More information on REACH’s work in Iraq can be found here: https://www.reach-initiative.org/where-we-work/iraq/.

**RESPONSIBILITIES**

Under the direct supervision of the REACH Research Manager for the Humanitarian Programme Cycle (HPC) Unit, the WASH Assessment Officer will be responsible for assessing WASH needs and conditions in Iraq and for working closely with REACH teams to provide relevant analysis to the humanitarian response.

This encompasses:

- In collaboration with the Research Manager for the HPC Unit, and under the guidance of the Country Coordinator, supporting humanitarian actors in Iraq, including the WASH cluster, with relevant and timely data and analysis.
- Designing and implementing assessments to monitor WASH and related conditions and needs in Iraq. Where relevant, conducting rapid and/or field-based assessments.
- Coordinating and ensuring timely data collection, including management of field staff where relevant.
- Carrying out cleaning and analysis of collected data as well as secondary data sources.
- Producing relevant information products such reports and factsheets for a range of actors.
- Providing technical support to the wider REACH Iraq mission through expertise on WASH and related sectors.
- To continue the ongoing remote sensing initiative, combining a mixed-methods approach to advocate for conversation on water-crisis.
- Supporting the development of new projects and programme strategies, as well as the production of donor reports and new proposals.
- In coordination with the REACH Country Coordinator and Sector Unit Research Manager, representing REACH externally with donors, partners and the wider aid community through clusters and sectoral working groups.

1. **REACH ASSESSMENT MANAGEMENT AND COORDINATION**

   - **Objective 2.1: Management of assessments process**
     Under the supervision of the HPC Unit Research Manager, the REACH Assessment Officer is responsible for designing the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of REACH and projects specific assessment activities conducted in country. In operations in which other REACH and/or ACTED staff have related projects, the REACH Assessment Officer is required to ensure that their activities are properly coordinated and in alignment.
     The REACH Assessment Officer shall support management of logistics, financial, administration and HR processes directly related to REACH, and will liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in REACH interventions.

   - **Objective 2.2: Implementation**
     Under the supervision of the HPC Unit Research Manager and GIS Manager, the REACH Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the
development of assessment, database and GIS tools within the REACH team. This will specifically include, with the GIS/DB team: designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures and mapping thereof through ArcGIS and other ESRI products in particular; and analysis of spatial information.

- **Objective 2.3: Coordination**

When requested by the REACH Country Coordinator and HPC Unit Research Manager, the REACH Assessment Officer shall provide technical support to the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required REACH input to ACTED processes.

When requested by the REACH Country Coordinator and Sector Unit Research Manager, The REACH Assessment Officer is responsible for the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments. The REACH Assessment Officer shall liaise with other REACH Officers in the region and throughout IMPACT Initiatives’ and ACTED’s networks to provide and receive support in the expansion of REACH globally.

2. **REACH REPORTING**

The REACH Assessment Officer is responsible for consolidating analysis and conclusions from assessments into REACH products such as factsheets, reports and briefs using standard formats. He/she will liaise with the HPC Unit Research Manager and GIS Manager in order to represent data in interactive web map or static map format, as relevant.

The REACH Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information. He/she will ensure that assessment reports contribute to aid coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

When requested by the HPC Unit Research Manager, he/she will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up. The REACH Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among REACH. He/she will coordinate timely and accurate reporting to IMPACT Headquarters.

3. **REACH HR MANAGEMENT**

**Staff Management**

Under the direct line management of the HPC Unit Research Manager, the REACH Assessment Officer may be responsible for day-to-day management of project and field staff both directly and remotely, whenever relevant. He/she is expected to guide and direct REACH staff and prepare and follow up work plans with each staff member that directly reports to him/her. The REACH Assessment Officer may be required to take the lead in the recruitment of REACH assessment staff in coordination with the HPC Unit Manager and HQ Human Resources Department. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertaking interviews.

The REACH Assessment Officer will ensure that all field teams are comprehensively briefed on the objectives, expected outputs and that the overall implementation strategy of any given activity is clearly understood. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.
4. REPRESENTATION

In close coordination with the REACH Country Coordinator and HPC Unit Research Manager, representation of REACH in cluster and multi-sector meetings/technical working groups in country and follow up on technical issues identified in cluster meetings in other parts of the country. This specifically will include liaising with external partners to identify potential for data sets to be integrated into existing databases and mapped to support the coordination of the broader humanitarian community.

More generally, the REACH Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of REACH’s vision, ethics, values and standpoint with regard to other actors.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities we 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’s degree in a relevant discipline;
- Excellent analytical skills:
- Strong skills in Excel required;
- Experience using R required;
- Experience using SPSS an asset;
- Experience using GIS an asset;
- Ability to design tools in Kobo, ODK, or similar mobile data collection tools an asset;
- Experience conducting assessments and/or research independently;
- Familiarity with the humanitarian aid system and relevant actors;
- Fluency in English required;
- Excellent communication and drafting skills;
- Flexibility and adaptability to ever-changing needs and responsibilities;
- Ability to work independently;
- Ability to operate in a cross-cultural environment;
- Willingness to spend time in deep field locations away from IMPACT/ACTED support;
- Openness to feedback and willingness to learn;
- Strong interpersonal and communication skills;
- Flexibility and adaptability to ever-changing needs and responsibilities;
- Prior knowledge of the region an asset;
- A sense of humor about bugs and bucket showers required.

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