

AGORA ASSESSMENT OFFICER FOR ARMENIA

(Reference: 20/ARM/AO01)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative and the AGORA 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.

AGORA is a joint initiative of ACTED and IMPACT Initiatives, founded in 2016. AGORA promotes efficient, inclusive and integrated local planning, aid response and service delivery in contexts of crisis through applying settlement-based processes and tools. AGORA enables more efficient and tailored aid responses to support the recovery and stabilization of crisis-affected communities, contributing to meet their humanitarian needs, whilst promoting the re-establishment of local services and supporting local governance actors. AGORA promotes multi-sectoral, settlement-based aid planning and implementation, structured around partnerships between local, national and international stakeholders. AGORA's core activities include area-based needs and capacity assessments, evidence-based local planning, as well as support to area-based coordination mechanisms, institutional cooperation and tailored capacity building for local institutional actors.

We currently have an open position for an Assessment Officer in Armenia, seeking an established professional with knowledge and technical expertise in implementing multi-stakeholder assessments in a development context. The ideal candidate will be eager to work in a dynamic organization with opportunities to build coordination skills whilst overseeing multi-sector assessments which inform the humanitarian needs overview and humanitarian response plan.

Title: AGORA Assessment Officer
Location: Yerevan, Armenia with frequent travels across the country
Contract duration: 6 months
Start date: January 2020

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.

Since 27/09, fighting in Nagorno Karabakh (population of 150,000) has killed and injured hundreds of civilians on both sides of the line of contact that separates Azerbaijan and the disputed territory. In October and November, shelling in the main cities of NK has displaced NK residents to Armenian cities bordering NK and larger cities e.g. Armenia. More than 80,000 people have been displaced. Shelling and missile attacks have damaged homes and critical infrastructure (ICRC). A ceasefire brokered in early November has created a new geography of NK, with the core area of NK being under the peacekeeping mandate and the surrounding areas handed over to Azerbaijan. Based on a rapid assessment by REACH and PIN, main priorities for affected populations (displaced) are warm clothes, shelter, food, medicines, cash and hygiene items. Host communities will also require assistance in terms of shelter, non-food, food and WASH. Finally, Armenia has one of the highest rate of confirmed COVID-19 cases per 100,000 people and harsh winters: combined shocks of displacement, COVID-19 and winter will likely create significant humanitarian needs that need to be identified, monitored and communicated to humanitarian actors. In response to this multi-faceted crisis IMPACT is setting up an operation in Armenia to support the aid actors by providing information management, assessment capacity, supporting the development of local recovery plans and providing risk assessments capacities to development and stabilization actors.

For its recovery program, IMPACT is looking for an assessment officer for a duration of 6 months based in Yerevan.

FUNCTIONS

Under the functional supervision of the IMPACT Research Manager in Armenia the AGORA Assessment Officer is responsible for the coordination and implementation of all assessments in Armenia falling under the AGORA portfolio. He/she is also responsible for related coordination of logistics, partner engagement, reporting and project reporting.

In his/her mission, the Assessment Officer 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

Under the supervision of the Research Manager based in Yerevan, Armenia, the AGORA Assessment Officer will be responsible with the support of the AGORA team in-country:

- A. To coordinate implementation of all CVAs in all geographical units targeted under the AGORA programme
 - B. Managing the AGORA team
 - C. Draft assessment reports and tools documenting the key steps of the research cycle
 - D. Share assessment results to key stakeholders
 - E. Provide project management and M&E capacity to the assessment component of the REACH programme
- A. To coordinate implementation of all CVAs in all geographical units targeted under the AGORA programme
- Support consultation with all critical partners including the United Nations, regional authorities and municipal authorities
 - Adjust research design based on inputs from partners and the research manager in accordance with IMPACT tools and templates
 - Adjust data collection strategies and tools based on research design strategy and global best practice
 - Coordinate the implementation of large household surveys with the support of the field manager and field team leaders

- Consolidate inputs from partners, HQ and the team on all key assessment documents
- Adjust data collection strategies when needed

B. Managing the REACH team

- Providing overall management to a team composed of an assessment officer and a GIS/Database Officer
- Developing and monitoring workplan in accordance with program requirements
- Conducting regular team meetings to assess progress against results and flag any challenges to the research manager
- Conducting staff appraisals in line with ACTED human resource requirements
- Training staff on key research processes

C. Draft assessment reports and tools documenting the key steps of the research cycle

- Manage a team of two local assessment officers responsible for drafting outputs in English
- Ensure overall quality of outputs and adherence to standard IMPACT processes
- Proofread assessments and other key products to be released by IMPACT
- Oversee the development of a PowerBI platform to visualize assessment data in an interactive way
- Provide suggestions in terms of data visualization and data communication
- Ensure regular communication with Geneva HQ at critical steps of the assessments
- Ensure tracking of all feedback provided on products

D. Share assessment results to key stakeholders

- Draft presentations of assessments results
- Present key findings in different forums such as local level meetings, partner meetings and national level forums
- Suggest derivative products to communicate assessment results to wider audiences

E. Provide project management and M&E capacity to the assessment component of the REACH programme

- Support close compliance to M&E procedures of ACTED and IMPACT
- Provide suggestions for improving of programme monitoring practices
- Provide inputs into programme reports and project management tools (PMF, Monthly Coordination Reports)
- Conduct local staff appraisals and HR reviews

CONFIDENTIALITY

The 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 or collected during his/her assignment.

REQUIREMENTS

- Excellent academic qualifications, including a master's degree in development economics, or another relevant discipline
- At least 3 years of relevant working experience in development or transitional settings, through either research, evaluation, assessments, or programmes
- Past experience in managing large scale multi-stakeholder assessment required
- Prior field experience required. Field research, M&E, or assessment experience highly desirable
- 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
- Past experience in conflict affected regions is desirable
- Fluency in English required, Russian language skills is highly desirable
- Ability to operation Microsoft Word, Excel and Project Management Software
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software an 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