

## REACH CASH & MARKETS ASSESSMENT OFFICER IN ETHIOPIA

(Reference: 20/ETH/AO01)

### BACKGROUND ON IMPACT AND REACH

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.

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.

**We are currently looking for a REACH Cash & Markets Assessment Officer (C&M AO) to support our REACH team in Ethiopia.**

**Position:** REACH Cash & Markets Assessment Officer  
**Contract duration:** 6 months  
**Location:** Addis Ababa, Ethiopia, with regional and in-country travel as needed  
**Start Date:** ASAP

### COUNTRY PROFILE

Over the last two years, Ethiopia has witnessed a surge in violent conflict following major domestic political shifts. Large-scale displacement, killings, and destruction of property have further exacerbated the impact of pre-existing and cyclical climate-related crises across the country. Late 2019 and early 2020 have brought additional humanitarian crises in the form of a large-scale desert locust infestation, Ethiopia's worst in 25 years, and the global COVID-19 pandemic, which counted 98,391 cases in Ethiopia as of 5 November<sup>1</sup> and has led to lockdowns and transport bans in many regions that restrict access to markets. Furthermore, unrest in Tigray region during November 2020 has seen large-scale displacement, contributing an approximate 1.1 million additional people needing assistance in Amhara, Afar and Tigray regions<sup>2</sup>. All of

<sup>1</sup> [COVID-19 Dashboard by the Center for Systems Science and Engineering \(CSSE\) at Johns Hopkins University \(JHU\)](#)

<sup>2</sup> OCHA Ethiopia: Tigray Region Humanitarian Situation Update; Situation Report 4; 20 November 2020.

these events have severely disrupted livelihoods, affected the availability of staple market commodities, and threatened to sharply escalate humanitarian need for vulnerable populations across the country.

Given the rapid spread of the COVID-19 pandemic in particular and its global effects on supply chains, there is a need for a joint rapid market monitoring initiative with dedicated analytical capacity that produces regular, frequent market data, including robust data on changes in market functionality, to meet the demands of the Ethiopia COVID-19 response. This exercise harmonizes existing data collection efforts and combines the resources of humanitarian actors throughout the country, which leads to greater coverage, timeliness, and operational applicability for cash actors across Ethiopia.

While aid actors have conducted market monitoring through past efforts, no efforts have included nation-wide, ongoing monitoring that harmonizes strategies across cash actors. To address existing information gaps and consolidate existing data collection efforts, REACH is working in close collaboration with the Ethiopia Collaborative Cash Delivery (CCD) Network and has launched a Joint Market Monitoring Initiative (JMMI). The initiative is helping to develop an evidence base for the wider use of cash and voucher assistance (CVA), as well as facilitating discussions of changes in critical market dynamics, which are an integral part of cash feasibility considerations.

## FUNCTION

Under the supervision of, and in close coordination with, the Research Manager of the Cash & Markets Unit, IMPACT Country Coordinator and IMPACT HQ in Geneva, the REACH Cash & Markets Assessment Officer is responsible for the management, implementation and follow-up of REACH Ethiopia's cash & markets portfolio. S/he is responsible for the implementation and expansion of the Ethiopia Joint Market Monitoring Initiative (JMMI). S/he liaises with relevant stakeholders, including the EECWG, CCD and other key stakeholders. S/he is also responsible for related logistics, partner coordination, reporting and finance requirements. S/he provides input to the strategic development of REACH in country and region.

### Summary

The REACH Cash & Markets Assessment Officer (C&M AO) shall be responsible for:

- Designing and implementing an overall cash and markets assessment strategy for the REACH Ethiopia mission, developing corresponding analytical frameworks and methodologies;
- Managing the Ethiopia Joint Market Monitoring Initiative (JMMI) on behalf of the Ethiopia Cash Working Group (EECWG) and alongside the Collaborative Cash Delivery Network (CCD); overseeing coordination, data collection and output production; further developing methodology, tools and products;
- Leading the JMMI Taskforce (JMMI-TF) and organizing meetings as needed, thereby ensuring full buy-in from EECWG and CCD partners;
- Compiling and analysing available REACH data related to cash and markets to produce market reports on Ethiopia;
- Leading on in-depth market assessments including research design, coordinating logistical aspects, overseeing data collection and analysis as well as writing assessment reports and factsheets;
- Providing information management support to REACH Ethiopia and its partners through in-depth data analysis, technical training development, macro development, when possible;
- Actively advocating for the establishment of a community of practice around common methodologies, tools and analysis;

- Actively participating in regular coordination/cluster meetings (particularly EECWG; FLS, WASH and other working groups as needed) meetings; providing regular market updates;
- Building capacity of project staff, particularly in terms of data cleaning, output production as well as external engagement;
- Providing technical backstop for other REACH Assessment officers on topics related to cash & markets;
- Working to ensure the harmonisation of cash & markets-related indicators among critical, nation-wide assessments (REACH HSM, FEWS NET, SMART, WFP VAM, GoE NIMS);
- Supporting the development / revision of assessment / programme strategies, reports or new proposals;
- In coordination with the Country Coordinator, external representation of REACH with donors, partners and the wider Aid Community through clusters and sectoral working groups;
- Coordinating timely and accurate reporting to IMPACT headquarters;
- Liaising with staff of ACTED departments to ensure close coordination is maintained

## 1. ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Manage the Joint Market Monitoring Initiative (JMMI)

The JMMI is a regular market data collection exercise in collaboration with 14 members from the CCD. Critical market indicators are assessed on a monthly basis across Ethiopia. The JMMI was initiated by the CCD & REACH in early 2020. It is guided by the JMMI Taskforce (JMMI-TF), led by REACH and supported by the EECWG members. The C&M AO co-leads the JMMI-TF alongside the CCD and is responsible for the management and continued roll out of the initiative. S/he is responsible for continued development of tools and methodology, in close collaboration with the JMMI-TF and other technical partners. S/he supervises project staff and oversees coverage/partner/field team coordination, data collection, data cleaning and output production (and develop staff capacity in those areas as needed). S/he codes analysis scripts (in R) and adjusts existing ones as needed. S/he builds on existing data cleaning, analysis and output production SOPs and ensure all processes are fully documented. S/he makes adjustments to JMMI outputs (factsheets, datasets and online dashboard) as needed. S/he actively expands the initiative, aims to include additional partners (e.g. international organizations, NGOs, national partners) and works with various clusters (e.g. FSL, shelter/NFI, WaSH, CCCM) and other market monitoring systems (e.g. WFP-VAM, FAO-Climis & FEWSNET) to increase coverage, reach and impact of the initiative.

- Objective 1.2: Conduct Rapid Market Assessments (RaMA)

The C&M AO is responsible for identifying the utility of rapid market assessment and then implementing Assessments in a time-sensitive manner. S/he is responsible for research design and tool development, identifying assessment areas (based on EECWG partner interests, JMMI findings and relevance for overall Ethiopian market system), managing assessment budgets, coordinating logistics with partner organisations, overseeing and actively participating in the data collection processes, as well as analysing and reporting on findings.

- Objective 2.1: Regular analysis of available market data, as well as synthesis, dissemination and presentation of key findings

The C&M AO gathers market assessments from partners and collects other relevant studies. S/he is responsible for the regular analysis of all available market data (including JMMI, HSM, FEWSNET as well as other market assessments and reports), piecing information streams together and regularly synthesising and presenting key findings both internally and externally. S/he conducts longitudinal studies of JMMI data reports on findings. S/he collects regular updates from field staff on market developments and develops a system to efficiently gather qualitative market information across Ethiopia, with the aim of better contextualizing JMMI findings (*why* something is happening as opposed to *what* is happening). S/he is responsible for aggregating monthly Humanitarian Situation Monitoring (HSM) market data into Ethiopia wide market access profiles. S/he follows macro developments and collects available indicators, and discusses findings and opportunities with economic advisors from partner agencies (EU DEVCO and ECHO).

- Objective 3.1: Provide technical support to REACH Ethiopia on tool design, implementation and analysis of market indicators

The C&M AO works closely with the Assessment Manager to act as the REACH Ethiopia-internal focal point for all assessments related to cash & markets. S/he reviews the design and reporting of ad hoc market assessments and market sections from multi-sectoral assessment (e.g. MSNA, HSM). S/he provides technical backstop for other REACH Assessment officers regarding correct cash & markets terminology and analysis. S/he provides technical capacity building to other AOs (e.g. R, ODK, Excel).

- Objective 4.1: Continue and advance active engagement with Ethiopia Cash Working Group (EECWG)

The C&M AO actively participates in regular ECWG and CCD meetings. S/he provides regular market updates and advocates for the importance of a better understanding of market dynamics for cash programming (and cash feasibility considerations). S/he continues to actively engage with the ECWG and builds on REACH's critical advisory role, and explores options on how REACH may expand its role within the ECWG. S/he continues to act as a CCD/EECWG focal point for market-related topics and discussions. In close collaboration with the ECWG coordinator and ECWG partners, s/he identifies information gaps as well as opportunities on how to fill them.

- Objective 4.2: Provide technical support to ECWG and ECWG partners on tool design, implementation and analysis

The C&M AO continues to provide technical support to the ECWG. S/he is actively participating and engaging in technical sub-groups (e.g. JMMI-TF, MEB, PDM, labor rates). S/he works closely with the ECWG coordinator and ECWG partners, as well as CCD partners to continue to streamline the market modules used in data collection, including but not limited to ad-hoc rapid assessments, PDMs, IRNAs, FSNMS and ECWG market assessment SOP. S/he will provide support to agencies on analysing available market data. S/he provides location-specific JMMI analysis as required by JMMI participating agencies. S/he may design and facilitate

partner trainings and workshops, which will be used to build the capacity of cash partners in terms of data collection and methodology.

## 2. REACH REPORTING

The C&M AO is responsible for consolidating all analyses and conclusions from each assessment into IMPACT products such as factsheets, reports and briefs using standard formats. S/he is responsible for following the designated timeline of reports to be submitted to project partners and donors. S/he 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. S/he 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.

S/he will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up.

The C&M AO will also store, organize and disseminate assessments, project documents and best practices among partners and potential partners. S/he will coordinate timely and accurate reporting to IMPACT.

## 3. HR MANAGEMENT

The C&M AO is responsible for day-to-day management of project and field staff both directly and remotely. He/she is expected to guide and direct IMPACT staff and prepare and follow up workplans with each staff member that directly reports to him/her. The C&M AO will be required to take the lead in the recruitment of IMPACT assessment staff in coordination with the ACTED HR Officer. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertake interviews.

The C&M AO will ensure that all field teams are comprehensively briefed on the objective, 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 IMPACT.

## 4. REPRESENTATION

Representation of IMPACT 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.

The C&M AO will further represent IMPACT vis-a-vis current and potential donors and communicate relevant information to the IMPACT Country Coordinator. He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level.

More generally, the C&M AO is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of IMPACT's mandate, ethics, values and stand-point 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 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 (e.g. economics, statistics, international development);
- ❖ At least 2 years' experience working in humanitarian settings required;
- ❖ At least 6 months' experience leading cash & markets related assessment preferred;
- ❖ Previous coordination experience with external partners is an asset;
- ❖ Excellent analytical skills;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Ability to innovate and develop new ideas;
- ❖ Ability to implement humanitarian assessments, both qualitative and quantitative;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Excellent team management skills;
- ❖ Familiarity with the aid system, and understanding of donor requirements;
- ❖ Prior knowledge of the region an asset;
- ❖ Fluency in English required;
- ❖ Advanced XLSForm (ODK, KoBo) skills required;
- ❖ Advanced skills in Microsoft Excel are required;
- ❖ Ability to operate Adobe InDesign and Illustrator is required;
- ❖ Ability to operate GIS is an asset;

- ❖ High level of autonomy and willingness to spend time in deep field locations with harsh living conditions;
- ❖ Ability and willingness to actively build capacity of local staff

## 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