

## REACH RESEARCH MANAGER- CASH UNIT IN ETHIOPIA

(Reference: 21/ETH/RM02)

### BACKGROUND ON IMPACT AND REACH

REACH originated in 2010 as a joint initiative of two international NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations 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. REACH facilitates information management for aid actors through three complementary services: (a) needs and situation-based 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 and GIS. IMPACT was launched at the initiative of ACTED, an international NGO headquartered in Paris and 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.

**We are currently looking for a REACH Research Manager to support our team in Ethiopia.**

**Supervisor:** IMPACT Country Coordinator

**Title:** Research Manager

**Location:** Addis Ababa, Ethiopia with possible regional and in-country travel

### 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 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

<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.

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 (JMML). 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.

## FUNCTIONS

Under the functional supervision of the IMPACT Country Coordinator in Ethiopia and of IMPACT's HQ in Geneva, the Cash Research Manager is responsible for the management of all cash and voucher-assistance related research cycles in Ethiopia, including identification, resource mobilization and management, partnership framework, dissemination and evaluation. He/she directly supervises all Assessment staff and plays a key role in the development and implementation of REACH global cash and market monitoring strategy in Ethiopia.

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 for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

In coordination with the IMPACT Country Coordinator, the Cash Research Manager is responsible for (1) the overall management of cash research cycles, (2) for the management of the Assessment team, and plays a key role in (3) external relation and (4) the development and implementation of the cash and market monitoring strategy in Ethiopia.

### 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;
- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required;
- Ensure that synergies are established and implemented with GIS unit;
- Keep track of progress and delays of all research cycles. Ensure that delays or identified problems for specific assessments are reported by writing and orally in a timely manner;
- 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;
- Ensure logistics, financial, administration, security and HR processes directly related to REACH have been appropriately implemented and coordinated with the relevant ACTED departments.

## *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;
- Document all changes in data collection that lead to a modification in the agreed TORs, ensuring that the IMPACT Country Coordinator and IMPACT HQ are informed and agree on the modifications;
- 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;
- 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 data and its analysis are validated by IMPACT HQ before product drafting stage.

## *1.3 Product drafting*

- Maintain regular communication with IMPACT HQ on progress and deadlines for written products;
- Ensure the writing of timely and accurate assessment reports and factsheets, which comply with IMPACT's guidelines;
- Ensure that all written products are validated by IMPACT HQ before external release.

## *1.4 Product dissemination and evaluation*

- Under the direction of the IMPACT 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 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 IMPACT Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines;
- Support the IMPACT Country Coordinator in drafting of narrative and financial reports, and ensure regular budgetary follow up of activities.

## **2. Management of Cash and Market Monitoring Research Unit**

- 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 IMPACT Country Coordinator) the conduct of appraisals, as well as participation in staff career management;

- Conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- Ensure capacity building of assessment unit, in line with required research skillsets. Support to the IMPACT 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.

### 3. External relations

- In coordination with the IMPACT 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;
- In coordination with the IMPACT Country Coordinator, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that all external engagement is documented and filed for each research cycle;
- In coordination with IMPACT Country Coordinator, represent REACH in technical external engagements related to assessments;
- Support the IMPACT Country Coordinator in external engagement in relation to REACH strategy or (when requested and with focal point) to fundraising and grants management.

**4. Strategy Development and Implementation.** In support to the IMPACT Country Coordinator, the Research Manager will actively contribute to the development of the REACH strategy in Ethiopia. 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

- Other tasks as requested by supervisors.

## Confidentiality

The REACH Cash 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 IMPACT and its partners, or collected during his/her assignment with IMPACT.

## REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline;
- Excellent research and analytical skills, ideally with experience in mixed-methods research design and analysis;
- At least 3 years of relevant working experience in humanitarian settings and understanding of humanitarian architecture;
- Strategic thinking around information use in humanitarian settings
- Excellent English-language communication and drafting skills for effective reporting and external coordination;
- Excellent team management skills and previous experience managing others;
- Ability to work independently and autonomously;
- Advanced skills in SPSS, STATA, R or related statistical programming is helpful but not required
- Prior experience with Adobe InDesign and/or GIS is helpful but not required;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment and integrate the environment into workflow
- Fluency in English, both written and oral, is required

## CONDITIONS

- Salary is defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- An additional monthly living allowance and a daily food stipend are provided in country by IMPACT's partner ACTED
- Lodging is provided
- Transportation costs are covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package