

## REACH HUMANITARIAN SITUATION MONITORING (HSM)

### DATABASE OFFICER (DBO) IN ETHIOPIA

(Reference: 21/ETH/DBO01)

#### 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.

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 HSM DBO to support our team in Ethiopia.**

**Department:** IMPACT

**Position:** REACH Humanitarian Situation Monitoring Database Officer

**Contract duration:** 6 months

**Starting Date:** February 2021

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

## 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.

On 6 November fighting was reported along the internal Tigray – Amhara border as well as close to the border between Tigray and Sudan. Since then the conflict has escalated, with incidents reported in wider Ethiopia, Eritrea and large numbers (approximately 4000 per day)<sup>3</sup> fleeing into Sudan. The population in the Tigray region of Ethiopia includes approximately 600,000 people dependent on food relief assistance (more than 400,000 food insecure, 100,000 IDPs and 95,929 Eritrean refugees).<sup>4</sup> In addition, 1 million people receive safety net assistance.<sup>5</sup> It is unclear how this conflict has affected this population and general information on displacement and humanitarian need is scarce.

To try and fill this information gap, REACH is setting up humanitarian situation monitoring of the Tigray region, through interviewing new arrivals fleeing into Sudan, Kassala state and Ethiopia, Amhara and Afar regions. Humanitarian situation monitoring is a research approach designed to provide regular information on population movement and changing humanitarian needs. For hard to reach areas, REACH humanitarian situation monitoring uses the “area of knowledge” methodology to capture information through key informants. REACH interviews new arrivals, who have recently left an area, to ask questions on the settlement they have recently left. In some countries, where phone networks are operational, REACH will call directly key informants remaining in hard to reach settlements. This method is being used to capture information on hard to reach areas in the Sahel ([Burkina Faso Niger and Mali](#)), [North East Nigeria](#), [Syria](#), [South Sudan](#), [Somalia](#), [Central African Republic](#), [Afghanistan](#) and has been recently launched in Venezuela and the Democratic Republic of Congo.

In Ethiopia, REACH will conduct, on monthly qualitative and quantitative data collection to understand population movement and humanitarian needs. Using qualitative participatory mapping, REACH will identify areas where populations have displaced from and to and assess the key routes being used. Using quantitative structured surveys with key informants, REACH will assess the level of humanitarian needs, including access to basic services (markets, healthcare and WASH infrastructure) and goods (access to food, water and shelter).

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<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.

<sup>3</sup> OCHA, Ethiopia: Tigray Region Humanitarian Update Situation Report No. 3, 17 November 2020

<sup>4</sup> Inter-Agency Refugee Emergency Response Plan, SUDAN: Influx from Ethiopia, DRAFT - 18 November 2020

<sup>5</sup> Inter-Agency Refugee Emergency Response Plan, SUDAN: Influx from Ethiopia, DRAFT - 18 November 2020

## POSITION PROFILE

Under the supervision of, and in close coordination with, the Research Manager of the Inter-Sectoral Unit, IMPACT Country Coordinator and IMPACT HQ in Geneva, the REACH HSM DBO responsible for an accurate, timely and efficient consolidation of the database from the data collected from the field. The HSM DBO will be responsible for coding cleaning and analysis tools, performing data quality control, tracking data collection progress, downloading, storing and managing datasets, and contributing to the REACH team in terms of delivering high quality analysis and outputs.

## SUMMARY

The REACH HSM DBO shall be responsible for:

- Designing an overall HSM sampling frame and sampling strategy, developing corresponding analytical capacity alongside the assessment team
- In coordination with field staff and the assessment team, overseeing data collection, cleaning, analysis and validation and leading data sharing agreements as needed
- 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 tools, cleaning and analysis scripts
- Building capacity of project staff, particularly in terms of data cleaning and automated analysis as well as external engagement;
- Providing technical backstop for other REACH Assessment officers on topics related to access and needs and priorities of the displaced populations;

## FUNCTIONS

The REACH Data Officer will fulfill the following functions:

### 1. DATA MANAGEMENT AND ANALYSIS ACTIVITIES

Data processing and management:

- To process data and information from the field – in particular ensure quality, consistency, accuracy, truthfulness, comprehensiveness of all collected data
- To enter all data and figures as needed into the database in a consistent, accurate and efficient manner
- To provide routine data checking logs or reports to field staff so that follow ups can be made to ensure the accuracy and consistency of collected
- To provide data outputs upon request
- Maintain, update and expand R-based systems of data management and analysis for data dissemination and reporting;
- Serve as focal point for statistical analysis and quantitative reporting on REACH assessments
- Maintain, update and expand R systems from automated data analysis and map production for factsheets

- Contribute to research design and tool development by coding survey instruments, as needed

#### Data Quality Control:

- Daily checking and cleaning of raw data, whilst logging any and all changes made to the original data
- Following up with HSM Field Focal Points about identified problems and mistakes identified in the data
- Design and develop tools to improve data cleaning and analysis

#### Capacity Building:

- Work with HSM Focal Point and/or enumerator where repeated data entry issues to address in the cleaning process and flag up for general improvement
- Provide trainings on data processing and management, data quality control, and tool coding to other IMPACT staff

## 2. TECHNICAL SUPPORT

The HSM DBO will contribute towards the identification and implementation of effective and adapted technical solutions for assessments and projects for REACH Ethiopia. The HSM DBO will provide technical support for assessments and analysis for REACH Ethiopia information products. These responsibilities will include creation and management of data collection tools (ODK or KoBo), training on data cleaning and management techniques, support for data analysis (specifically conducted the R suite of software).

## 3. INTERNAL COMMUNICATION PROCESSES AND WORKING RELATIONS

The REACH Data Officer will liaise with IMPACT in Geneva to guarantee a quality product that suits the needs of the field office. He/she will respond to information requests from IMPACT Initiatives and keep Geneva informed of the data activities in the field. In-country the HSM DBO will work closely within the GIS/Data unit and provide analytical support to the REACH Assessment staff and Country Coordination. The HSM DBO will liaise with technical backstopping, in specific the HQ Data Unit. These relations will also extend to ACTED country staff including Program Development, AMEU and Area Coordinators.

## 4. CONFIDENTIALITY AND DATA PROTECTION

The REACH Data Officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorized sharing of information and data.

## 5. 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 HSM DBO will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level as relevant, particularly assessment and information management working groups. The HSM DBO 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 REACH and partners 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

- Master degree in data analytics, data sciences, computer programming or a related discipline;
- 2 years of experience in Database management, preferably in humanitarian context;
- Considerable experience analysing complex data with R mandatory (specifically operating, editing, and developing entire automated data analysis scripts; experience producing high-quality maps in R & producing dashboards in R Shiny is advantageous); knowledge of other statistical programming languages and packages a plus;
- Previous experience with mobile data collection (ODK, ONA, KOBO);
- Knowledge of the Adobe Suite, particularly Illustrator and InDesign;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- High level of autonomy and willingness to spend time in field locations
- Ability to work independently to short deadlines and high research standards

## CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance provided in country by IMPACT's partner ACTED
- 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