

## REACH HUMANITARIAN SITUATION MONITORING (HSM)

### SENIOR ASSESSMENT OFFICER (SAO) IN ETHIOPIA

(Reference: 21/ETH/SAO01)

#### 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 SAO to support our team in Ethiopia.**

**Department:** IMPACT

**Position:** REACH Humanitarian Situation Monitoring Senior Assessment 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

### FUNCTIONS

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 SAO is responsible for the management, implementation and follow-up of REACH Ethiopia's HSM research cycle. S/he is responsible for the implementation and expansion of the Ethiopia HSM and identifying new needs based on changes in the context. S/he liaises with relevant stakeholders and 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 HSM SAO shall be responsible for:

- Designing and implementing an overall HSM strategy for the REACH Ethiopia mission, developing corresponding analytical frameworks and methodologies;
- Managing the HSM alongside collaboration with United Nations Office for the Coordination of Humanitarian Affairs (OCHA) and humanitarian partners; overseeing coordination, data collection and output production; further developing methodology, tools and products;
- Compiling and analysing available REACH data related to cash and markets to produce market reports on Ethiopia;
- Leading on in-depth HSM 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 the Assessment Working Group, Logistics Cluster, Health and Nutrition clusters and additional 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 access and needs and priorities of the displaced populations;
- Working to ensure the harmonisation of HSM among critical, nation-wide assessments (REACH MSNA, FEWS NET, SMART, WFP VAM);
- 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 HSM research cycle

The HSM is a regular inter-sectoral data collection exercise designed to provide timely and accurate information to humanitarian partners who serve the needs of the displaced populations. Critical population-level indicators are assessed on a monthly basis. The HSM is led by REACH and supported by OCHA and Save the Children. The HSM SAO 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 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 HSM 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, FSAO-Climis & FEWSNET) to increase coverage, reach and impact of the initiative.

- Objective 1.2: Conduct Rapid Assessments as needed

The HSM SAO 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 HSM findings and relevance for the overall Sudan/Ethiopia humanitarian response), 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 1.3: Regular analysis of available response data, as well as synthesis, dissemination and presentation of key findings

The HSM SAO gathers rapid and needs assessments from partners and collects other relevant studies. S/he is responsible for the regular analysis of all available humanitarian needs data (including JMMI, MSNA 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 HSM data reports on findings as possible. S/he collects regular updates from field staff on context developments and develops a system to efficiently gather qualitative needs information, with the aim of better contextualizing HSM findings (*why* something is happening as opposed to *what* is happening). S/he is responsible for aggregating monthly HSM findings into Ethiopia wide access profiles. S/he follows macro developments and collects available indicators, and discusses findings and opportunities with economic advisors from partner agencies.

- Objective 1.4: Provide technical support to REACH Ethiopia on tool design, implementation and analysis of multi-sectoral needs indicators

The HSM SAO works closely with the Assessment Manager to act as the REACH Ethiopia-internal focal point for all assessments related to needs and access. S/he reviews the design and reporting from multi-sectoral assessment (e.g. MSNA, JMMI). S/he provides technical backstop for other REACH Assessment officers regarding correct assessment terminology and analysis. S/he provides technical capacity building to other SAOs (e.g. R, ODK, Excel).

- Objective 1.5: Provide technical support to partners on tool design, implementation and analysis

The HSM SAO continues to provide technical support to response partners in Ethiopia. S/he is actively participating and engaging in technical sub-groups (e.g. HSM-TF, MEB, PDM, labour rates). S/he will provide support to agencies on analysing available multi-sector needs data. S/he provides location-specific HSM analysis as required by HSM participating agencies. S/he may design and facilitate partner trainings and workshops, which will be used to build the capacity of humanitarian response partners in terms of data collection and methodology.

## 2. REACH REPORTING

The HSM SAO 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 HSM SAO 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 HSM SAO 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 HSM SAO will be required to support in the recruitment of IMPACT assessment staff in coordination with the Inter-Sectoral Unit Research Manager, Country Coordinator and ACTED HR Officer. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertake interviews.

The HSM SAO 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 HSM SAO will further represent IMPACT vis-a-vis current and potential donors and communicate relevant information to the REACH Inter-Sectoral Unit Research Manager and 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 HSM SAO 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 quantitative or qualitative assessments
- 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 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 and R 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