

## Job Description

### REACH ASSESSMENT OFFICER – SYRIA MISSION (MULTI-SECTOR NEEDS ASSESSMENT [MSNA] FOCAL POINT)

(Reference:21/SYR/AOMSNA01 )

#### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of the 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.

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.

**We are currently looking for a REACH Assessment Officer to support our team in Syria.**

**Position:** REACH MSNA Assessment Officer

**Contract Duration:** 12 months

**Location:** Amman, Jordan

**Start date:** ASAP

#### COUNTRY PROFILE

Into its tenth year of conflict, conditions in Syria remain highly volatile and marked by intense violence and limited humanitarian access. The scale, complexity, and severity of humanitarian needs in Syria emphasizes the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remains paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. However, informing operational and strategic planning remains highly challenging, as accessibility and security issues impede systematic data collection. A lack of predictable and consistent data undermines the ability of humanitarian actors to review their approach in light of the dynamic context. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has over the years grown significantly both in size and in influence as an actor in the Syria response. REACH works in opposition-controlled parts of Syria and coordinates closely with OCHA, nearly all clusters, key working groups (IM and technical) within the Syria coordination system, and

various NGO fora in order to identify, address, and raise awareness of key information gaps, as well as to uphold the quality of data used to inform the response.

Broadly speaking, REACH Syria implements assessments within four key streams:

- *Monitoring of the humanitarian situation in Syria*, through monthly assessments covering over 1,600 communities in Syria, market monitoring to track prices of goods as per the survival minimum expenditure basket (SMEB), and ad hoc rapid assessments in times of sudden escalations in conflict or natural disasters.
- *Displacement tracking*, through tracking the movement of IDPs and Returnees down to a 24-48 hour-basis, as well as monitoring the humanitarian situation inside IDP camps and informal settlements.
- *Area-Based Assessments*, to support humanitarian actors in the coordination to identify key response gaps by comparing humanitarian needs data with response data, in a set locality – often one that has recently become accessible and/or that is recovering from besiegement, etc.
- *Technical support to clusters*, for example in the form of coordination and implementation of sector and multisector assessments to inform the HNO, production of thematic assessments, presentations of findings, and capacity building.

## POSITION PROFILE

REACH Initiative Syria is currently seeking a professional with a background in research to serve as the focal point for REACH's involvement in the implementation of a nationwide multi-sectoral needs assessment (MSNA) in Syria. The MSNA is a yearly assessment led by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) with support from REACH, the Humanitarian Needs Assessment Program (HNAP) and humanitarian clusters. This assessment provides data that informs the humanitarian program cycle for 2022.

Technical backstopping and support is provided by the Team Lead for the REACH Syria Humanitarian Program Cycle (HPC) Team, and the IMPACT Geneva HQ team. Past experience working on large multi-sectoral needs assessments and in coordination with other actors in the humanitarian system is preferred, but not essential. At minimum, experience with the subject matter, familiarity with the development and/or humanitarian sector, quantitative analysis skills, and effective communication skills are required.

## FUNCTIONS

Under the functional supervision of the Humanitarian Program Cycle Team Lead and IMPACT HQ in Geneva, the REACH Assessment Officer is responsible for the coordination and implementation of all research activities falling under Syria MSNA portfolio, including:

- **Research design**: indicator drafting and review in coordination with clusters, assessment methodology and sampling strategy review, data collection tool development.
- Planning and coordination of **data collection** activities, in close collaboration with the data collection partner.
- Oversight of **data processing**, including development of data cleaning and analysis plans, and conducting analysis, in close collaboration with the in-country data team.
- Close **coordination with all relevant external stakeholders** within the humanitarian coordination structure.

- Regular **communication and collaboration with IMPACT HQ** Data and Reporting Units to ensure implementation of global standards, guidelines, and best practices, for MSNAs and of REACH and IMPACT more generally.
- **Staff management** of junior officers and/or project assistants as needed, who will support on all matters related to the research cycle

S/he is also responsible for related logistics, partner coordination, and reporting requirements and will be required to provide input to the strategic development of REACH in country.

In his/her mission, the REACH 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

The REACH Assessment Officer is responsible for:

- Acting as external focal point with partners for all project activities, including holding and attending meetings and ensuring consistent follow up and partner engagement. This role requires development of strong relationships and regular coordination with OCHA, the humanitarian cluster system, and other key humanitarian programme cycle (HPC) stakeholders.
- Overseeing that activities are planned and implemented in a structured and coherent manner, in line with project and program objectives, and assuring that deadlines are met.
- Ensure regular reporting on assessment progress and participate in internal coordination meetings.
- Developing research TORs and tools, ensuring these are validated and approved by management and external partners, and making sure these are also understood and used by assessment staff and stakeholders, and updated as required.
- Management and coordination of data collection and processing whilst providing quality control to ensure data is clean and of acceptable standard.
- Leading quantitative analyses with the support of the data unit, as well as providing technical input, guidance, and review of data analysis conducted by other team members.
- Provision of technical and information management support to humanitarian stakeholders to inform strategic humanitarian planning documents.
- Coordination with IMPACT HQ and OCHA on global and in country approaches to planning and analysis for the 2022 Syria Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP).
- General project management including grants reporting and project-related logistics.
- Support the Team Lead in the development or revision of overall unit research strategies, reports, or new proposals.
- Other tasks falling within his/her functions as requested by supervisors

## CONFIDENTIALITY

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

## REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline (international studies, development, humanitarian response, political science, monitoring and evaluation, etc);
- At least 2 years of relevant working experience in humanitarian or development settings;
- Knowledge of the Humanitarian Programme Cycle (HPC) and humanitarian coordination structures;
- Strong coordination and organizational skills;
- Excellent analytical skills;
- Excellent communication and drafting skills for reporting and external coordination;
- Proven knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint;
- Familiarity with quantitative assessments and methodologies;
- Prior field experience;
- Written and spoken fluency in English required;
- Ability to multitask with tight deadlines;
- Ability to work independently and manage people remotely;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment.

## DESIRABLE

- Previous experience with remote coordination/ management;
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software;
- Arabic skills.

## 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