

SENIOR ASSESSMENT OFFICER, POLICY AND PROGRAMMES  
(Reference: 21/IRQ/SAO03)

## BACKGROUND ON IMPACT AND REACH

REACH was born 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) 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 and GIS. 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 organisations have a strong complementarity formalised in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

**We are currently looking for a Senior Assessment Officer, Policy and Programmes to support our team in Iraq.**

**Department:** REACH  
**Position:** Senior Assessment Officer, Policy and Programmes  
**Contract duration:** 12 months  
**Location:** Erbil, Iraq  
**Starting Date:** ASAP

## COUNTRY PROFILE

IMPACT Initiative has been present in Iraq since 2012, supporting humanitarian and development decision-making with assessments and information management activities focusing on the needs of displaced, returnees, and conflict-affected populations. Through REACH, data collected and disseminated by IMPACT aims to provide a baseline for ongoing response planning efforts across Iraq. Since 2017, IMPACT has also supported humanitarian/development actors through Post-Distribution Monitoring services provided by IMPACT's PANDA Initiative.

REACH assessment activities in Iraq are currently broken down into three units:

- The Humanitarian Planning Cycle (HPC) Unit which provides support for decision-makers in the humanitarian planning cycle;
- The Durable Solutions (DS) Unit which provides information support and advocacy for durable solutions for internally displaced persons and returnees; and,
- The Post Distribution Monitoring, Cash and Markets (PDM) Unit, which provides third-party quality monitoring of humanitarian programmes.

## FUNCTIONS

Working as part of the DS Unit, in close collaboration with the PDM Unit, this position supports the implementation of relevant and strategic research cycles aimed at informing durable solutions for displacement-affected populations in Iraq. In particular, working closely with the Senior Management Team (SMT) and HQ PANDA team, this position supports the translation of IMPACT research, assessments and data towards providing a better understanding of the impact and efficiency of humanitarian and development programmes and provide learning and recommendations to improve the effectiveness of responses aimed at supporting durable solutions.

Under the line management of the DS Unit Research Manager in Iraq, the Senior Assessment Officer Policy and Programmes (SAO-PP) supports in the development of high quality analytical research reports and other outputs, particularly translating complex qualitative and quantitative data and analysis into policy and programmatic recommendations. He/she will equally support the Research Manager in representation in various working groups and bodies (including, for example, the Durable Solutions Technical Working group and its sub-bodies, the Peace and Reconciliation Working Group, as well as Clusters) and engagement to various stakeholders on IMPACT research and assessment findings and relevant recommendations.

The SAO-PP is equally responsible for overseeing the implementation of at least one of IMPACT's research cycles in the DS Unit, including working with the Assessment Officer and other team members on the preparation, data collection, analysis, drafting, dissemination, and evaluation stages. This can include the direct supervision of assessment teams. Throughout the research cycles, the SAO-PP is responsible for engaging with partners to promote their participation and maximise their impact. He/she also ensures an efficient and transparent use of resources required for project implementation.

In his/her mission, the SAO-PP will be hosted by IMPACT's global partner ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. He/she will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics, and Finance rules and regulations.

## RESPONSIBILITIES

The responsibilities of the Senior Assessment Officer, Policy and Programmes, include:

### ASSESSMENT PREPARATION AND PLANNING

- Anticipate knowledge gaps prior to the execution of a Research Cycle;
- Together with the Assessment Officer, ensure that required secondary data review and/or analysis has been conducted in preparation of an assessment;
- Together with the Research Manager, ensure that all research cycles are planned in line with the country strategy, relevant research and project objectives and with IMPACT's research cycle and other relevant guidelines;
- Support the design of research approaches and methodologies according to IMPACT's requirements and principles as well as partners' information needs;
- Where relevant, support the development of qualitative and quantitative data collection tools, in close coordination with GIS and data teams;
- For each research cycle, support the preparation of ToRs and ensure their validation by HQ before any data collection begins;
- Ensure relevant stakeholders and partners are engaged in research design and planning.

## RESEARCH IMPLEMENTATION

- In close liaison with the Assessment Officer, and where relevant Field Coordinators, ensure that required enumerators are identified and trained for primary data collection, oversee data collection, ensuring its correct implementation in line with agreed TORs, and manage assessment logistics, including with partner organisations, identifying assessment areas, facilitating design workshops, managing joint data collection processes, and facilitating joint analysis workshops;
- Keep track of progress and delays of all assigned assessments throughout the research cycle; ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- In close liaison with the Research manager and operations team, ensure logistics, financial, administration, security and HR processes directly related to ongoing and upcoming assessments are appropriately planned, implemented and coordinated with the relevant ACTED departments;
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines and with the TORs;
- In close liaison with the Assessment Officer, and where relevant Field Coordinators, ensure that data is revised and cleaned, and that all revisions are recorded;
- In close liaison with data colleagues, oversee data analysis on primary and/or secondary data as per TORs, ensuring that meaningful techniques are used to analyse the data collected;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage; and
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.

## DRAFTING OF RESEARCH AND LEARNING PRODUCTS

- Ensure the drafting of timely and accurate outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc which comply with IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximises their impact in line with their intended use;
- In close liaison with the Research Manager, support the articulation of relevant policy and programmatic recommendations based on findings and data from IMPACT Iraq research, assessments and data;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximises their impact in line with their intended use;
- Liaise with relevant GIS colleagues to ensure effective spatial representation of research findings in maps or interactive web-portals, as relevant;
- Follow the designated timeline of reports to be submitted to project partners and donors; ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Maintain regular communication with the Research Manager and IMPACT HQ on progress and deadlines for written products; and
- Ensure that all written products are validated by IMPACT HQ before external release.

## PROJECT CYCLE MANAGEMENT

- For relevant projects, ensure compliance to project cycle management requirements and guidelines at all phases;
- For relevant projects, ensure that the Research Manager and IMPACT HQ research department are alerted to any issues that prevents full implementation of the methodology agreed in the approved TORs or impact the timely implementation of the research cycle; ensure that all changes are documented throughout, and that any change is formally validated by IMPACT HQ;

- In close coordination with the Research Manager, finance and grants colleagues, monitor and regularly update the use of assets, financial and human resources, in full compliance with IMPACT's guidelines; and
- Other tasks as requested by supervisors.

## TEAM MANAGEMENT AND CAPACITY BUILDING

- As relevant, line management of national and international assessment team members;
- For staff under his/her responsibility, and in close consultation with the Research Manager, conduct of appraisals, provision of regular feedback, and participation in career management;
- Prepare and follow up work plans with each staff member that directly reports to him/her;
- Conduct regular meetings with relevant national and international assessment staff members to assess progress in relevant research cycles and to review work plan for relevant work streams;
- Be available to provide regular support and technical backstopping; regularly debrief team members to receive feedback on the progress of an activity; and
- Support to the Senior Management Team in the development and implementation of capacity training plans for team members.

## EXTERNAL ENGAGEMENT

- Ensure that relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- After validation by the Research Manager, represent IMPACT in relevant meetings/ working groups;
- Follow up on issues identified by partners or during meetings / working groups;
- Promote an active use of datasets and research findings by partners and the broader humanitarian/development community for their decision making;
- After validation by the Research Manager, present research findings to relevant third parties in order to enhance their use and impact;
- Ensure that all partner engagement and all external relations are clearly documented and communicated with the line manager and relevant colleagues; and
- More generally, 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.

## KNOWLEDGE SHARING AND LEARNING PROCESSES

- In coordination with SMT, support the conduct of monitoring and evaluation for each Research Cycle, as specified in the research ToRs and in line with IMPACT Guidelines;
- Generate and document robust lessons learned at the end of each Research Cycle;
- Ensure knowledge and learning processes are shared with other Units and teams within mission, and with HQ; and
- When required, provide feedback to appropriate global organisational knowledge learning tools.

## DATA CONFIDENTIALITY AND PROTECTION

The Senior Assessment Officer, Policy and Programmes will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. He/she will actively take measures to prevent the unauthorised sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

## REQUIREMENTS

- **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- **Years of work experience** At least 3 years of relevant working experience in humanitarian/development programmes, monitoring and evaluation and/or advocacy;
- **Representation skills** Proven experience in high level external representation; proven track record in policy influencing or programmatic advocacy a strong advantage;
- **Communication/reporting skills** Excellent communication and drafting skills for the development of quality outputs and effective reporting; Excellent written communication skills and experience drafting advocacy and research materials (research reports, briefs, other policy/programmatic materials);
- **Analysis and strategic thinking skills** Ability to think strategically and support the development of thematic research strategies; experience translating qualitative and quantitative analyses into programmatic and/or policy recommendations;
- **Research skills** Proven experience with a variety of research methods; excellent analytical skills in qualitative analysis; experience conducting quantitative analysis a strong asset;
- **Software skills** Proven knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint; advanced skills in R, SPSS and/or STATA or other statistical analysis software are an advantage; experience with InDesign an asset;
- **Familiarity with humanitarian and development programmes and architecture** Experience working closely with humanitarian and developing programmes and engaging with relevant architecture (e.g. Clusters, working groups, donors) is required;
- **Management skills** Proven team management experience and skills; ability to build assessment capacity of team through training and mentoring;
- **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;
- **Level of independence** Proven ability to work independently;
- **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- **Experience in geographical region** Past experience in the Middle East region is desirable;
- **Language skills** Fluency in English required, competency in Arabic an asset; and
- **Security environment** Ability to operate in a complex and challenging security environment.

## 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