

## Job Description

### SENIOR ASSESSMENT OFFICER: AREA BASED ASSESSMENTS

(Reference: 21/IRQ/SA001)

#### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two INGOs (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 think tank, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing.

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

**Title:** REACH Senior Assessment Officer (SAO)

**Supervisor:** REACH Durable Solutions Unit Manager

**Contract duration:** 12 months (renewable)

**Location:** Erbil, Iraq

**Start date:** ASAP

#### COUNTRY PROFILE

REACH 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. Today, data collected and disseminated by REACH aims to provide a baseline for ongoing response planning efforts across Iraq.

REACH assessment activities in Iraq are currently focused along the three major themes:

- Support for decision-makers in the humanitarian planning cycle;
- Information support and advocacy for durable solutions for internally displaced persons and returnees;
- Third-party quality monitoring of humanitarian programs.

REACH has its main assessment office in Erbil, with data collection teams working across Iraq.

#### POSITION PROFILE

Under the supervision of the REACH Iraq Research Manager and Country Coordinator and of IMPACT's HQ in Geneva, the REACH SAO will be responsible for managing the area-based assessment (ABA) sub-unit within the

Durable Solutions unit. In 2021, this will include overseeing the completion of at least 3 ABAs, including leading on at least one assessment. In this role, the SAO will also be responsible for managing at least one other officer or staff member within the sub-unit.

During his/her mission, the REACH SAO will be hosted by ACTED and will fall under the direct responsibility and management 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.

## RESPONSIBILITIES

In coordination with the REACH Iraq Senior Management Team (SMT), the Iraq SAO will provide strategic direction and technical oversight for ABAs and informing area-based interventions within the Iraq mission. The SAO is responsible for (1) leading the ABA sub-unit within the DS Unit, (2) the management of Officers in the ABA Sub-Unit and (3) supporting the strategic direction of REACH's work on durable solutions in Iraq, particularly as regards area-based interventions.

### 1. Leading the ABA sub-unit within the DS Unit

#### 1.1 Assessment Preparation and Planning:

- In coordination with DS Unit Research Manager and consultations with relevant actors, design the conceptual and methodological framework for future ABAs, including:
  - Identification of locations for assessments,
  - Determination of relevant deliverables and actors responsible,
  - Drafting TORs,
  - Developing relevant indicators for assessment and creating/adapting research tools,
  - Developing sampling techniques and framework.
- Prepare data collection tools in ODK form and upload to KoBo Collect;
- Liaise with other units in REACH Iraq to adequately prepare and manage assessment (e.g. Operations, Finance);
- Support, where appropriate, in obtaining of necessary authorizations for data collection;
- Support budget development and management in advance and throughout duration of assessment.

#### 1.2 Data Collection

- Conduct training sessions on all tools for field officers and coordinators;
- Work with GIS officers, where relevant, to develop geo-points for household survey data collection;
- Supervise (or perform) daily data cleaning activities;
- Supervise (or perform) debriefing activities with field officers/enumerators;
- Ensure all data collected follows highest ethical standards (e.g. confidentiality, informed consent) and take appropriate measures, if needed;
- Produce clean, anonymised datasets for validation with HQ and publication on relevant sites (e.g. REACH Resource Centre, HDX);
- Coordinate with relevant partners in production of outputs (e.g. 4Ws, Service Mappings).

## 1.3 Reporting and Dissemination

- Draft preliminary findings presentations for partners and coordinating bodies for the purpose of informing and validating findings;
- Draft final reports, Overall Area Profiles, and related documents for dissemination;
- Oversee the production of dashboards, factsheets, maps, and other outputs (as appropriate)
- Arrange and conduct workshops with relevant partners (e.g. humanitarian and development actors, local NGOs, municipal figures, etc.);
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure the strictest confidentiality of data and data processes, and actively take measures to prevent the unauthorized sharing of information and data;
- In coordination with the REACH SMT and with the assessment team, ensure that lessons learned are gathered and documented at the end of each research cycle.

## 1.4 External Relations

- Represent REACH among relevant bodies (Durable Solutions Technical Working Group [DSTWG], Area-Based Coordination [ABC] Groups, Returns Working Group [RWG]) and contribute technical and strategic inputs;
- Engage with operational level donor counterparts on assessment development and progress;
- Present key findings from ABAs to assist in operations of external partners;
- Engage relevant stakeholders to inform assessment development and identify external information gaps that could be filled by ABAs;
- Engage with IMPACT HQ and other missions to support the dissemination of lessons learned on area-based research.

## 2. Management of Officers in ABA Sub-Unit

- Provide line management of all officers and staff within the ABA sub-unit;
- Promote the personal development of staff and encourage and support staff in their efforts;
- Advise staff on ABAs they may be conducting and other tasks within the unit.

### Confidentiality and Data Protection

The REACH SAO will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorized sharing of information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

### 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 program objectives, activities, beneficiary selection criteria,

and methodologies. This is the responsibility of every REACH staff member.

## REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in a relevant discipline (Social sciences, development, economic, political science, etc.);
- Experience in, or knowledge of, area-based approaches;
- At least 3 years of relevant work experience in humanitarian settings;
- At least 2 years' experience running assessments (drafting of TORs, development of qualitative and quantitative research tools, sampling frameworks, data analysis, etc.);
- Ability to design and operate KoBo or ODK mobile data collection tools;
- Excellent analytical skills, including use of statistical software (e.g. R);
- Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint.
- Experience working with large datasets;
- Excellent communication, presentation, and drafting skills
- Experience conducting temporal or spatial trends analysis;
- Ability to work independently;
- Good attention to detail, and commitment to producing high quality work;
- Flexibility and adaptability to ever-changing needs and responsibilities;
- Fluency in English required;
- Ability to operate in a cross-cultural environment requiring flexibility.

## HIGHLY DESIREABLE

- Experience incorporating GIS in research projects;
- Knowledge of the humanitarian cluster system;
- Good understanding of various sampling frameworks;
- Knowledge of InDesign;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset;
- Proficiency in Arabic (MSA or relevant dialect)

## 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 organization'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