

## RESEARCH MANAGER FOR IRAQ

(Reference: 21/IRQ/RM01)

### 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 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 organisation 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 REACH Research Manager, Durable Solutions Unit to support our team in Iraq.**

**Title:** Research Manager, Durable Solutions Unit

**Supervisor:** IMPACT Country Coordinator

**Location:** Erbil, Iraq

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

**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 programmes.

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

## POSITION PROFILE

Under the supervision of the Country Coordinator and of IMPACT's HQ in Geneva, the REACH Research Manager will be responsible for the management and implementation of assessments in the Durable Solutions Unit of the Iraq Mission, including preparation, implementation and follow-up. She/he is also responsible for related logistics, partner coordination, and reporting and finance requirements. She/he is also expected to provide input to the strategic development of programmes, and support the development of interlinkages between REACH's work and humanitarian and development interventions in Iraq.

During her/his mission, the Research Manager of the Durable Solutions Unit 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. She/he will therefore fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

## RESPONSIBILITIES

### 1. Management of all Research Cycles in the Durable Solutions Unit

#### *1.1 Assessment Preparation and Planning:*

- Ensuring that all assessments are planned in line with relevant project and programme objectives and with REACH research cycle and other relevant guidelines;
- Ensure that required secondary data analysis has been conducted in preparation of an assessment;
- For each assessment, review ToRs before they are sent to HQ for validation and ensure that they are validated before any data collection begins;
- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required;
- Compose and construct, in close coordination with GIS and data management team, qualitative and quantitative data collection tools;
- Keep track of progress and delays of all assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner; and,
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

#### *1.2 Data Collection and management*

- Ensure that required enumerators are identified and trained for primary data collection;
- Monitor data collection, ensuring its correct implementation in line with agreed ToRs;
- Ensure that Country Coordinator is alerted to any issues that prevents full implementation of the methodology in line with the agreed ToRs; ensure all changes to the methodology are documented through implementation;
- Ensure logistics, financial, administration, security and HR processes directly related to REAC have been appropriately implemented and with the relevant ACTED departments;

- Ensure regular situation updates on data collection have been produced and circulated to relevant REACH, ACTED and external counterparts; provide support and follow-up on identified challenges during the data collection process;
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Oversee analysis on data collected as per ToRs;
- Ensure 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.

### *1.3 Product dissemination and evaluation*

- Maintain regular communication with IMPACT HQ on progress and deadlines for written products;
- Ensure the drafting of timely and accurate assessment outputs (i.e. reports, factsheets, etc.), which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to IMPACT HQ for validation;
- Ensure that all written products are validated by IMPACT HQ before external release.

### *1.4 Product dissemination and evaluation*

- Under the direction of the Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc., in line with IMPACT's Dissemination and External Communication Guidelines and Research ToRs;
- Under the supervision of IMPACT HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

## **2. Management of assessment and GIS staff in Durable Solutions Unit**

- Conduct regular meetings with all international and national assessment and GIS team members in the unit to assess progress in all research cycles and to review work plan;
- Bilateral management of international and senior national assessment team members, including (in consultation with Country Coordinator) the conduct of appraisals, as well as participation in staff career management;
- In coordination with Country Coordinator, conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- Support the Country Coordinator in the development and implementation of capacity training plans for REACH assessment and field team members;
- Be available to provide regular support and technical backstopping; and,

- When relevant, support/lead staff appraisal and recruitment processes in collaboration with Country Coordinator.

### 3. External relations

- In coordination with the Country Coordinator, ensure that relevant partners are consulted and involved at all stages of research cycles; ensure that partner engagement is documented;
- In coordination with the Country Coordinator, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate;
- In coordination with the Country Coordinator, represent REACH/IMPACT in technical external engagements related to assessments;
- Support the IMPACT Country Coordinator in external engagement in relation to REACH/IMPACT strategy or (when requested and with focal point) to fundraise and grants management; and,
- Co-Chair the Monitoring and Analysis sub-group of the Durable Solutions Technical Working Group.

### 4. Strategy development and implementation

In support to the Country Coordinator, the Research Manager will actively contribute to the development of the REACH strategy in Iraq. In particular, she/he will support in identifying and driving forward:

- The need for assessments, in line with humanitarian priorities and particularly aligned with durable solutions;
- Synergies with other assessment and knowledge management actors;
- Strategic partnerships with key humanitarian stakeholders and decision makers;
- Key events/milestones that should be informed;
- Advocacy and dissemination strategies to strengthen the impact of REACH's work;
- Support in the preparation and follow-up of country level internal strategic workshops and plans; and,
- Engagement with IMPACT HQ in global level strategic priorities.

### 5. Others

- Support the Country Coordinator in drafting of relevant project narrative and financial reports;
- Maintain an oversight of budget availability and expenditure for assessment activities for which she/he is responsible; and,
- Other tasks as required by supervisors.

### Confidentiality and Data Protection

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

## 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

- Excellent academic qualifications, including a Master's degree in a relevant discipline (Social sciences, development, economic, political science, etc.);
- At least 4 years of relevant work experience in humanitarian settings such as research, advocacy, evaluation, assessments and programmes;
- Field/humanitarian experiences needed, in monitoring and evaluation, NGOs, or other similar relevant sector;
- Excellent analytical skills; experience drafting programmatic or policy recommendations an asset;
- Technical knowledge of or experience in the field of durable solutions is highly desirable;
- Excellent communication and drafting skills;
- Excellent team management skills;
- Significant experience in stakeholder engagement, including participation in coordination mechanisms;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with humanitarian and development systems, and understanding of donor and governmental requirements;
- Past experience in the Middle East and North Africa region highly desired;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Advance skills in SPSS and/or R, STATA or other statistical analysis software an advantage;
- Ability to multitask with tight deadlines, on numerous research cycles; and,
- Ability to work independently, and manage people and programmes remotely.

## 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; and,
- Provision of medical, life, and repatriation insurance + retirement package.