

REACH PROGRAM DEVELOPMENT AND REPORTING INTERN FOR SYRIA AND YEMEN (JORDAN-BASED)

(Ref:21/SYR-YEM/PDRI)

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 organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a REACH Intern to dually support our Syria and Yemen team in Amman.

Supervisor: Program Development and Impact Officer
Title: Program Development and Reporting Intern
Location: Amman, Jordan
Contract duration: 6 months
Start date: ASAP

COUNTRY PROFILE: SYRIA

The dynamic and multi-faceted nature of the Syrian humanitarian crisis has created significant challenges for information management. With 13.1 million people in need within the country as well as 5.6 million refugees outside of the country, and 6.6 million internally displaced, the capacity of the humanitarian community to understand and meet the needs of conflict-affected populations is extremely stretched. To respond to a crisis of such scale, timely and comparable information is required across Syria and its neighboring countries. In this context, since 2013, REACH has been working closely in coordination with humanitarian clusters as well as with other national and regional coordination mechanisms such as OCHA and Cash Based Responses Technical Working Group to address information gaps and implement assessments that contribute to informing the humanitarian response. Overall, since the onset of the deployment, REACH has been involved in macro and regional multisectoral assessments, informed cash and voucher programming across Syria through monthly Market Monitoring Exercise, extended technical support to the CCCM Community Level IDP Tracking Project in Syria, thematic assessments, and conducted rapid needs assessments in response to contextual changes. More information can be found here: <http://www.reach-initiative.org/where-we-work/ongoing-field-presence/syria>

COUNTRY PROFILE: YEMEN

The humanitarian situation in Yemen is one of the most severe in the world, with 14.3 million people – or 40% of the population – in acute need of humanitarian assistance. The direct effects of the conflict – from airstrikes, to sieges of population centers, to the extensive use of mines – continue to have severe effects on the population. Other aspects of the conflict – especially blockades, the deterioration of basic service infrastructure, and the depreciation of the Yemeni riyal – also have enormous impact on Yemenis. Approximately 9.9 million people in Yemen are facing severe acute food insecurity, not necessarily because food is unavailable, but because they cannot afford to purchase it. Since 2016, Yemen has witnessed up to 1.3 million suspected cases of cholera, with outbreaks exacerbated by crumbling WASH infrastructure. The loss of livelihoods, when combined with the depreciation and general volatility of the Yemeni currency, has made the purchase of basic everyday necessities difficult for most Yemenis.

REACH has supported the humanitarian response to the Yemen crisis since October 2016, working extensively with the Shelter/NFI Cluster, the CCCM Cluster, the WASH Cluster, the Cash and Markets Working Group (CMWG), and the Assessment and Monitoring Working Group (AMWG). The REACH team – based remotely in Amman – provides systemic assessment and IM support to the response through indicator review, tool design, coordination of data collection exercises, data analysis, output production, and IM platform design. Given the challenging context in Yemen, REACH is constantly working to find new and innovative ways to effectively inform the humanitarian response. More information can be found [here](#).

POSITION PROFILE

FUNCTIONS

Under the supervision of the Program Development and Impact Officer (PDIO), and IMPACT HQ in Geneva, the REACH Program Development and Reporting Intern (PDRI) is responsible for coordinating program development and tracking monitoring and evaluation for REACH Syria and REACH Yemen.

Summary

The REACH PDRI shall be responsible for:

- Tracking contractual obligations for existing grants and ensure that REACH Syria and REACH Yemen are on track to meet these obligations;
- Coordinate reporting requirements and draft reports based on inputs from research units;
- Assisting in drafting proposals based on input from research units and coordinate the proposal development process between REACH Syria, ACTED Syria, and Impact HQ;
- Produce analytical reports on research output utilization and work with research units and PDIO to improve utilization
- Tracking monitoring and evaluation for REACH Syria and REACH Yemen, and lead in development of monitoring and evaluation reports
- Other tasks as necessary.

Responsibilities:

- **Objective 1: Grant Management**

In coordination with the REACH PDIO, ACTED Syria, ACTED Yemen and Impact HQ, the REACH PDRI is responsible for managing ongoing grants. This includes tracking all contractual obligations and ensuring that these obligations are met. Grant management responsibilities also includes organizing and leading grant kick-off and close out meetings for all grants, drafting monthly, bi-annual, and final reports based on inputs from research units, workplans, and other relevant requirements, and coordinating reporting with ACTED-Syria, ACTED-Yemen and Impact HQ. Where necessary, the PDRI will also assist the PDIO in the proposal development process including drafting proposals based on input from research units, preparing relevant appendices, and coordinating this process with ACTED Syria, ACTED Yemen and Impact HQ.

- **Objective 2: Monitoring and Evaluation**

The REACH PDRI is responsible for tracking, and coordinating monitoring and evaluation of all Syria and Yemen research cycles. The PDRI will develop analytical reports on research output utilization based on quantitative data from SendinBlue, Google Analytics, and user surveys, and qualitative data gathered through key informant interviews and, will work with research units and the PDIO to develop strategies to improve research output utilization and impact. The PDRI will also be responsible for preparing all donor required monitoring and evaluation reports including baseline reports, mid-term reports, and final evaluations.

REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline preferred;
- Relevant working experience with program development, monitoring and evaluation, or related field preferred;
- Excellent communication and drafting skills for effective reporting;
- Excellent analytical skills – ability to situate findings within a wider context;
- Ability to operate in a cross-cultural and cross-country environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Fluency in English required;
- Ability to operate Microsoft Word and Excel;
- A self-starter with a strong existing ability to work independently;
- Strong interpersonal and communication skills.
- Very detail orientated and organized
- Ability to multitask with tight reporting deadlines
- Understanding of the global and Syria/Yemen country level cluster approach, an asset;
- Prior knowledge of the Syrian or Yemen context, an asset;
- Familiarity with Google Analytics and email marketing, an asset;

CONDITIONS

- Title: Intern
- 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