

REACH CASH AND MARKETS ASSESSMENT OFFICER IN LIBYA

(Reference: 21/LBY/AO02)

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 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.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

We are currently looking for a REACH Cash & Market Assessment Officer to support our REACH team in Libya.

Department: REACH
Position: REACH Cash & Market Assessment Officer
Contract duration: 6 months
Location: Tunis, Tunisia
Starting Date: ASAP

COUNTRY PROFILE

Our team in Tunisia manages our operations based in Libya.

REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH's intervention in Libya has been divided in two phases: during and in the aftermath of the first conflict in 2011-2012 and since 2015. Since late 2015, REACH established a full-time presence in country conducting various assessments such as Multi Sector Needs Assessments, Area-based Assessment, Cash and Market Assessment, rapid and damage assessments.

In 2021 and beyond REACH Libya is looking to expand information support to the humanitarian response in several key areas, including market assessment and market monitoring, protection monitoring and improved remote data collection. Key strategic aims are to increase geographic and sectoral coverage and to enhance advocacy capacity through strengthened data collection and information targeting.

POSITION PROFILE

FUNCTIONS

Under the supervision of, and in close coordination with the Senior Assessment Officer and IMPACT Country Coordinator, the REACH Cash & Markets Assessment Officer (C&M AO) is responsible for the management, implementation and follow-up of REACH Libya's cash & markets portfolio. S/he is responsible for the implementation and expansion of the Libya Joint Market Monitoring Initiative (JMMI). S/he liaises with relevant stakeholders, including the Cash and Market Working Group (CMWG) and other key stakeholders. S/he is also responsible for related logistics, partner coordination, reporting and finance requirements. The C&M AO will play a central role in information management for consortium partners, coordinating closely regarding research framework and the development of tools as well as overseeing assessments conducted under the consortium's umbrella.

Summary

The REACH C&M AO shall be responsible for:

- Designing and implementing an overall cash and markets assessment strategy for the REACH Libya mission, developing corresponding analytical frameworks and methodologies;
- Managing the Libya Joint Market Monitoring Initiative (JMMI) on behalf of the Cash & Market Working Group (CMWG); overseeing coordination, data collection and output production; further developing methodology, tools and products;
- In coordination with the Senior Assessment Officer and IMPACT Country Coordinator, design and implement REACH assessment strategy and methodology especially for CMWG partners working on cash transfer programming;
- Leading on in-depth market assessments including research design, coordinating logistical aspects, overseeing data collection and analysis as well as writing assessment reports and factsheets;
- Take the lead in information management for CMWG partners;
- Assist in development of strategy for remote data collection in inaccessible areas of Libya;
- Management of REACH and other assessment field staff affiliated with consortium partners to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Coordinate and ensure timely data collection, analysis and, in partnership with GIS team, mapping of datasets, ensure that all collected data are geo-referenced;
- Ensure the writing of timely and accurate assessment reports and factsheets;
- Keep track of all projects and programmes assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- Development of assessment staff training matrices, and overseeing development of capacity in capital and field assessment staff;
- Liaising with programme staff of ACTED departments as well as external partners to ensure close coordination and information sharing is maintained;
- In coordination with REACH Country Coordinator, external representation of REACH with Donors, Partners and the wider Aid Community through sectoral working groups;
- Overseeing development of training in mobile data collection for development partners in Libya.

1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Manage the Joint Market Monitoring Initiative (JMMI)

The JMMI is a regular market data collection exercise in collaboration with members from the CMWG. Critical market indicators are assessed on a monthly basis across 35+ locations in Libya. The C&M AO leads the JMMI Technical Working Group (JMMI-TWG), and is responsible for the management and continued roll out of the initiative. S/he is responsible for continued development of tools and methodology, in close collaboration with the JMMI-TWG and other technical partners. S/he supervises project staff and oversees coverage/partner/field team coordination, data collection, data cleaning and output production (and develop staff capacity in those areas as needed). S/he codes analysis scripts (in R) and adjusts existing ones as needed. This will also include the development or review of respondent databases; contributing to GIS data collection procedures; and analysis of spatial and other information to contribute to the reports and other information products. S/he builds on existing data cleaning, analysis and output production SOPs and ensure all processes are fully documented. S/he makes adjustments to JMMI outputs (factsheets, datasets and online dashboard) as needed. S/he actively expands the initiative, aims to include additional partners (e.g. international organizations, NGOs, national partners) and works with various clusters (e.g. FSL, shelter/NFI, WaSH, CCCM) and other market monitoring systems (e.g. WFP-VAM) to increase coverage, reach and impact of the initiative.

- Objective 1.2: Conduct Rapid Market Assessments (RaMA)

The C&M AO is responsible for the planning and implementation of rapid, regional market assessments and needs based thematic assessments as identified by the CMWG. S/he is responsible for research design and tool development, identifying assessment areas (based on CWG partner interests, JMMI findings and relevance for overall Libyan market system), managing assessment budgets, coordinating logistics with partner organisations, overseeing and actively participating in the data collection processes, as well as analysing and reporting on findings.

- Objective 1.3: Coordination

The C&M AO shall provide technical support to consortium partners and in coordination to the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required REACH input to Consortium member projects for added value.

The REACH C&M AO will assist the Country Coordinator in the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments.

- Objective 1.4: Regular analysis of available market data, as well as synthesis, dissemination and presentation of key findings

The C&M AO gathers market assessments from partners and collects other relevant studies. S/he is responsible for the regular monitoring and analysis of all available market data (including JMMI, labour assessments, ad-hoc market and agricultural assessments and reports), piecing information streams together and regularly synthesising and presenting key findings both internally and externally. S/he conducts longitudinal studies of JMMI data reports on findings. S/he collects regular updates from field staff on market developments and develops a system to efficiently gather qualitative market information across Libya, with the aim of better contextualizing JMMI findings (why something is happening as opposed to what is happening). S/he follows macro developments and collects available indicators, and discusses findings and opportunities with economic advisors from partner agencies (e.g. EU delegation, Donors, and multilateral organizations).

- Objective 2.1: Provide technical support to REACH Libya on tool design, implementation and analysis of market indicators

The C&M AO works closely with the Senior Assessment Officer to act as the REACH Libya-internal focal point for all assessments related to cash & markets. S/he reviews the design and reporting of ad-hoc market assessments and market sections from multi-sectoral assessment (e.g. MSNA, ABA, rapid assessments). S/he provides technical backstop for other REACH Assessment officers regarding correct cash & markets terminology and analysis.

- Objective 2.2: Continue and advance active engagement with Cash & Market Working Group (CMWG)

The C&M AO actively participates in regular CMWG meetings. S/he provides regular market updates and advocates for the importance of a better understanding of market dynamics for cash programming (and cash feasibility considerations). S/he continues to actively engage with the CMWG and builds on REACH's critical advisory role, and explores options on how REACH may expand its role within the CWG. S/he continues to act as a CMWG focal point for market-related topics and discussions. In close collaboration with the CMWG coordinator and CMWG partners, s/he identifies information gaps as well as opportunities on how to fill them.

2. REACH REPORTING

- Objective 2.1: Assessment Reporting

The REACH C&M AO is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports and briefs using standard formats. He/she will liaise with Geneva and Regional GIS/DB Specialists in order to represent data in interactive web map or static map format, as relevant.

The REACH C&M AO is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information. He/she will ensure that assessment reports contribute to aid coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

- Objective 2.2: Programmatic Reporting

He/she will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up, in coordination with the IMPACT Country Coordinator. The REACH C&M AO will also store, organize and disseminate assessments, project documents and best practices among ACTED and IPs.

3. REACH HR MANAGEMENT

- Objective 3.1: Staff Management

The REACH C&M AO is responsible for day-to-day management of project and field staff both directly and remotely. He/she is expected to guide and direct REACH staff and prepare and follow up workplans with each staff member that directly reports to him/her. The REACH C&M AO will be required to take the lead in the recruitment of REACH assessment staff in coordination with the ACTED HR Officer and IMPACT Country Coordinator. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance and undertake interviews.

The REACH C&M AO will ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.

- Objective 3.2: Internal Capacity Development

The REACH C&M AO is responsible, in coordination with the REACH Senior Assessment Officer, for the development and implementation of capacity training plans for REACH assessment and field team members. He/ she is responsible for setting clear and personalised development goals, and designing training and mentorship plans to assist team members in professional development.

4. REPRESENTATION

- Objective 4.1: External Coordination

Representation of REACH in the newly established NGO Consortium working on Cash Transfer Programming. Moreover, the REACH C&M AO will represent REACH in multi-sector meetings / technical working groups in country and follow up on technical issues identified in sector meetings. This specifically will include liaising with external partners to identify potential for datasets to be integrated into existing databases and mapped to support the coordination of the broader humanitarian community.

The REACH C&M AO will further represent REACH vis-a-vis current and potential donors and communicate relevant information to the IMPACT Country Coordinator, ACTED Project Development Manager and Country Director. He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level. More generally, the REACH C&M AO is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of REACH and ACTED's mandate, ethics, values and standpoint with regard to other actors.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities we 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 and ACTED programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH and ACTED staff member.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills;
- Ability to work independently.
- Excellent communication and drafting skills for effective reporting;
- Knowledge or prior experience of implementation cash transfer programming is an asset
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset;
- Fluency in English required;
- Ability to operation Microsoft Word, Excel and Project Management Software;
- Ability to operate R, SPSS or related statistical programming an asset;
- At least 1.5 years of relevant working experience in humanitarian settings;
- Ability to speak Arabic is an asset

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.