# RESEARCH MANAGER (HUMANITARIAN SITUATION MONITORING)
### (Reference: 21/ETH/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 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 Research Manager to support our REACH Ethiopia team.**

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| **Supervisor:** | REACH Country Coordinator |
| **Title**: | Research Manager |
| **Unit:** | Humanitarian Situation Monitoring (HSM) Unit – Tigray |
| **Location**: | Addis, Ethiopia (with frequent visa trips to Mekelle) |
| **Contract duration:** | 1 year |
| **Start date:** | ASAP |

## COUNTRY PROFILE

The humanitarian access situation in Tigray remains volatile, with active hostilities reported in the central, eastern and north-western parts of the region. The presence of multiple armed groups and shifting check points further complicates movement of humanitarian convoys and personnel. Access to rural areas remains particularly limited or in some case impossible, preventing the expansion of humanitarian interventions to the so-far unreached areas and preventing accurate assessment of needs.

Overall, food security has deteriorated across the region, especially since the conflict erupted during the harvest season. The interim Regional Administration has estimated that 5.2 million people are now in need of food assistance. Further deterioration is expected as the conflict continues through the typical 'lean season' months for the region, while simultaneously disrupting the next planting season. Nutrition partners have expressed concern that the significant number of moderately malnourished cases identified so far will become severely malnourished unless the food and nutrition responses are urgently scaled up. Of the 117,035 children screened from February until mid-April, more than 25,647 moderately malnourished (MAM) and over 3,458 severely malnourished (SAM) cases have been identified. This lack of operational access has made real-time monitoring of food security and establishing representative samples at cluster level extremely difficult. These barriers have led to critical information gaps in terms of the food security on the Tigray population overall.

The access situation has made in-person household surveys in certain areas impossible and the telecommunications blackout has made remote data collection particularly difficult and in many regions impossible. Understanding the severity of multi-sectoral need and including food security has been severely limited by these challenges making prioritisation decisions difficult.

Therefore, traditional methods of assessment will not fill the critical information gaps that are currently hindering the Tigray response. Innovative approaches are required to gain vital information, particularly on food security outcomes which may be influencing other emergency outcomes in these inaccessible areas.

REACH is planning on running a dual assessment approach that aims to provide multisectoral analysis with a food security and nutrition focus on both inaccessible and accessible areas. This is designed to provide as near comprehensive coverage of the region as possible considering the current access constraints and one element of this approach has already been started in the Humanitarian Situation Monitoring project (although is currently only partially funded).

REACH specialises in a number of innovative data collection methods that can operate within this environment to provide critical monitoring of the evolving situation across the wider region. REACH's Area of Knowledge (AoK) approach has already been deployed through the Humanitarian Situation Monitoring (HSM) project to understand the multi-sectoral needs within inaccessible areas. The project is currently one of the only assessments that can deliver indicative data of food security in these inaccessible areas. The AoK approach, pioneered in South Sudan, uses key informant interviews from recently arrived IDPs to understand the needs of the origin population.

The AoK approach is dependent on the influx of newly arriving IDPs and therefore is not statistically representative at a known confidence level. Its value lies in its ability to provide indicative data that supports vital multi-sectoral analysis where no other assessment can reach. The information collected is critical for monitoring trends and assumptions within the response and understanding which currently inaccessible areas may be the worst affected and therefore be useful in advocating for access and targeting for when access becomes available.

## POSITION PROFILE

Under the supervision of the Country Coordinator (CC), the Research Manager is responsible for the management of the Humanitarian Situation Monitoring (HSM) portfolio, including all of its staff and research cycles. The Research manager is directly accountable to the Country Coordinator for strategic relevance, efficient use of resources, HQ alignment, and quality control within their Unit, including implementation, resource mobilization and management, partnership framework, dissemination and evaluation of all activities conducted within his/her Unit. He/she is part of the Senior Management Team and plays a key role in the development and implementation of REACH strategy in Ethiopia.

The Humanitarian Situation Monitoring Unit is primarily responsible for regular multi-sectoral research cycles to provide situation overviews of the humanitarian needs of households and communities in Tigray. The HSM Research Manager will oversees 3 different teams comprising of Field, Assessment and GIS Officers: the Rapid assessment team and the Humanitarian Situation monitoring (HSM) team as well as the respective field teams. On top of regular outputs within each team, the Research Manager may oversee the development of ad hoc thematic or geographic focused assessments relevant the needs of the wider humanitarian response.

In his/her mission, the Research Manager 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 Country Coordinator and Deputy Country Coordinator, within his/her Unit, the Research Manager is responsible for:

- Strategic development, identification and implementation of impactful/relevant programmes
- Ensuring compliance to increasing research standards and applying research quality control and alignment with global Research department
- Ensuring efficient and effective management of resources (staff, operational budget)
- Ensuring compliance to processes including:
    - o Grants management
    - o Financial management
    - o Admin management – leave, attendance and exit form follow up
    - o Asset follow up
- Management and development of staff in line with the global IMPACT training guidelines

In support to the Country Coordinator and Deputy Country Coordinator, the Research Manager will actively contribute to the development of the REACH strategy of his/her Unit. In particular, within his/her Unit, s/he will support on:

1. **Strategy Development and Implementation**

- <u>Strategic Planning and Leadership:</u>
    - Developing short- and long-term goals for Unit, and designing strategies / organising resources to achieve set objectives; locked down in Unit Strategy ToRs to be reviewed by CC/HQ.

- Ensuring relevance and impact of implemented programmes by linking RCs to context and stakeholders
- Identification of key information gaps and need for assessments, in line with humanitarian priorities and key event/milestones that should be informed
- Staying abreast of key developments in the humanitarian sector
- Engagement with IMPACT HQ in global level strategic priorities
- Strategic External Engagement
    - Senior external engagement and output dissemination with key stakeholders, as well as coordination of external engagement by all Unit staff
    - Development strategic partnerships with key humanitarian stakeholders and decision makers
    - Communications and consultation with CC and other SMT members, including sharing relevant information and ensuring efficient and productive links with SMT
    - Ensure coordinated and positive interactions between Unit and ACTED staff

- Project Development:
    - Support the IMPACT Country Coordinator and WoS Head of Programmes in external engagement in relation to REACH/IMPACT strategy or (when requested and with focal point) to fundraising and grants management.
    - Develop proposals, concept notes, and budget in close coordination with the IMPACT Country Coordinator and WoS Head of Programmes, in line with the Unit and Country Strategies.

- General Program Implementation:
    - Ensure that all IMPACT programs contribute to supporting better aid planning and are aligned with IMPACT global, country, and Unit strategies;
    - Ensure that all programs are planned in line with relevant Unit and project objectives and with IMPACT's research cycle and other relevant guidelines;
    - Supervise all stages of program implementation, receiving regular updates from team members, providing inputs when required, and conducting field visits to program sites for monitoring, quality control and program staff mentoring and coaching;
    - Maintain regular link with ACTED (as relevant) to facilitate the provision of logistic, administrative and security support to facilitate program implementation, as well as ensuring that IMPACT teams comply to ACTED's security and other relevant FLAT regulations during program implementation;
    - Ensure the required level of coordination with partners in program planning and implementation;
    - Ensure that synergies are established and implemented between various Research Cycles within Unit in country, and link with other IMPACT Units or countries when relevant;
    - Keep track of progress and delays of all program implementation. Ensure that delays or identified problems for specific programs are reported to CC and HQ in writing and orally in a timely manner.

2. **Project and Staff Management**

- Staff Management:
    - Line management of Unit Staff – including:
        a. Leading on- and ensuring shared team values
        b. Delegation of responsibilities to- and among team members

  c. Monitoring and ensuring individual and team performance to ensure goal achievement, including regular meetings to assess progress in all research cycles and review of work plans
  d. Conducting appraisals and provide regular and constructive feedback
  e. Ensuring staff development and access to global IMPACT training opportunities
- Functional management of field staff who work on RCs within Unit
- In coordination with the Country Coordinator / IMPACT Executive Director, conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- Support to the IMPACT Country Coordinator in the development and implementation of capacity training plans for REACH assessment and field team member;


- <u>Project and Grants Management:</u>
    - Management of relevant all Project / Grant cycles within his/her Unit, maintaining communication with HQ Grants Management department (in coordination with PD Officer and CC)
    - Follow up on internal project cycle management processes (Kick-off/end meetings, Project Factsheets, etc), as well as external reporting to donors
    - Monitor output achievement, cash burn rates and ensure a time completion of projects through review of BFUs, Project factsheet, and project reports (in conjunction with PD and finance staff);
    - Ensure that contractual obligations are met in terms of deliverables as well as narrative and financial reporting requirements, in close coordination with CC, PD Officer, HQ Grants Management and (as relevant) with ACTED PD and finance departments;
    - Provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points;


- <u>Finance Management</u>
    - Control project budgets within Units to avoid under/over spending, in link with REACH Finance, IMPACT HQ finance and (as relevant) ACTED finance;
    - Ensure accurate and timely financial reporting, in link with REACH Finance, IMPACT HQ finance and (as relevant) ACTED finance;
    - Ensure accurate budget expenditure tracking and forecasting, in link with REACH Finance, IMPACT HQ Finance (as relevant) with ACTED finance;


- <u>Asset Management</u>
    - Ensure proper asset management;
    - Ensure sufficient and reliable means of communication;
    - Regularly link with and report to IMPACT HQ hub and (as relevant) ACTED logistics and IT departments;


## 3. Oversight Research Cycle Management

The Research Manager is the main focal point for the HQ Research Department and will be accountable for the quality of all research conducted, and outputs produced, within his/her Unit. The RM will have the following responsibilities regarding research cycle management:

- <u>Assessment Preparation and Planning:</u>

*Alongside relevant focal points of each team or research cycle:*

- Ensure relevant stakeholders and partners are engaged in assessment design to promote operationalization of research findings according to contextual needs / information gaps.
- Ensuring that all assessments are planned in line with relevant project and program objectives and with REACH's 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 Geneva for validation  and ensure that TORs are validated by HQ before any data collection begins;
- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required;
- 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;

- Data collection and management

*Alongside relevant focal points of each team or research cycle:*

- 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 the Deputy Country Director is alerted to any issues that prevents full implementation of the methodology in line with the agreed TORs; ensure that all changes to the methodology are documented throughout implementation;
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Ensure that meaningful techniques are used to analyze the data collected;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.

- Product drafting

- Oversight of focal points and other assessment staff throughout the product drafting process;
- 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 written by Assessment Officers before they are sent to the Country Coordinator or IMPACT HQ for validation;
- Ensure that all written products are validated by IMPACT HQ before external release.

- Research-related external engagement, product dissemination and evaluation

- In coordination with the Country Coordinator and Deputy Country Coordinator, ensure that relevant partners are consulted and involved at all stages of research cycle: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; lessons learnt;
- Ensure that partner engagement is documented;

- 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 for each Research Cycle;
- 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 Dissemination and External Communication Guidelines and Research ToRs;
- Under 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 PD Officer and Deputy Country Director to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

- Monitoring and Evaluation
  - Ensure the development and application of a M&E system/plan for each program within Unit, in line with IMPACT's M&E guidelines;
  - Ensure learning by the Unit from relevant best practice internally and externally both nationally and globally and make learning available for other programs.

## CONFIDENTIALITY AND DATA PROTECTION

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

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 3 years of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes;
- Excellent project management skills;
- Excellent external engagement skills
- Excellent team management skills;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Field/humanitarian experiences needed, in monitoring and evaluation, NGOs, or other similar relevant sector;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Understanding of the global and country level cluster approach, an asset;
- Prior knowledge of the Ethiopian context, an asset;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Knowledge of SPSS and/or R, STATA or other statistical analysis software are an advantage;
- Ability to multitask with tight deadlines, on numerous research cycles;
- Ability to work independently and manage people remotely.