

REACH PROGRAM DEVELOPMENT AND IMPACT OFFICER FOR IRAQ

(Reference: 21/IRQ/PDIO)

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 Project Development and Impact Officer (PDIO) to support our team in Iraq.

Title: Programme Development and Impact Officer

Location: Erbil, Iraq

Contract duration: 6 months (renewable)

Start date: ASAP

COUNTRY PROFILE

Following years of displacement and conflict, the Iraq context is increasingly transitioning to a post-conflict development phase. While reconstruction and development initiatives are underway – with significant international support – populations in Iraq continue to face problems stemming from widespread infrastructural damage, reduced access to public services, and economic decline. Humanitarian needs also remain; in 2020, it was estimated that at least 4.1 million IDPs and returnees in Iraq were in need of humanitarian assistance, with ongoing climatic shocks continuing to intensify humanitarian needs. In addition, 1.2 million IDPs and 4.8 million returnees face hurdles to durable solutions to displacement, including security concerns, lack of access to livelihoods, destroyed or damaged housing, and lack of social cohesion.

To support humanitarian decision-making and evidence-based prioritisation, since 2012 REACH has been working in coordination with humanitarian clusters as well as with other national and regional coordination mechanisms to address information gaps and implement assessments. More recently, as the context continues to shift towards stabilisation and development, REACH has been supporting development actors to improve the effectiveness, efficiency, and efficacy of interventions, and encourage an equitable and needs-based transition to development initiatives. Overall, REACH Iraq has led country-wide multi-sectoral assessments, informed cash

programming across Iraq through monthly Market Monitoring exercises, extended technical support to CCCM and WASH partners, encouraged evidence-based approaches to durable solutions, and conducted thematic assessments and rapid needs assessments in response to contextual changes. More information [can be found here](#).

FUNCTIONS

Under the supervision of the REACH Country Coordinator and IMPACT HQ in Geneva, the REACH Programme Development and Impact Officer (PDIO) is responsible for coordinating programme development and leading monitoring and evaluation for REACH Iraq.

Summary

- In coordination with the Country Coordinator, identify funding opportunities in-line with priority information gaps in the Iraq response, as well as REACH's mission strategic objectives;
- Draft proposals based on input from Research Units and coordinate the proposal development process between REACH Iraq, ACTED Iraq, and IMPACT HQ;
- Track contractual obligations for existing grants and ensure that REACH Iraq is on track to meet these
- Coordinate reporting requirements and draft reports based on inputs from Research Units;
- Develop and improve systems for tracking research outputs;
- Develop and improve systems for tracking research output utilisation;
- Produce analytical reports on research output utilisation and work with Research Units to improve;
- Lead development of monitoring and evaluation reports.

The ideal candidate would be eager to work within a dynamic and motivated team, and will have a clear focus on project development as a tool to improve the efficacy of the humanitarian and development responses in Iraq.

RESPONSIBILITIES

1- FUNDRAISING

Context analysis and external relations

- Develop contextual understanding of Iraq, track donor trends, and monitor needs and gaps, to identify potential funding opportunities;
- Regularly conduct stakeholder analysis, in particular who does what and where (3W);
- Maintain active and regular working relationships with donors, NGOs, UN agencies, clusters, working groups, and academia;
- Regularly update an external mapping of donors, international and local NGOs, partners and stakeholders.

Proposal development

- Proactively identify funding opportunities in line with REACH country strategic objectives;
- In coordination with the REACH CC and Research Units, contribute to the development of fundraising documents (expression of interests/concept notes/ proposals);
- Coordinate the proposal development process between REACH Iraq and IMPACT HQ;
- Liaise with Research Units to ensure that proposals are relevant and technically sound;
- Organise and facilitate brainstorming sessions which contribute to proposal development;

- Integrate lessons learned from previous interventions into new proposals;
- Liaise with REACH and ACTED FLAT departments in the development of fundraising documents, including finance, logistics and security.

2- GRANT MANAGEMENT

- In coordination with the REACH CC, IMPACT HQ and Research Units, manage ongoing grants, including tracking contractual obligations and ensuring that these are met;
- Organise and lead grant kick-off and close out meetings;
- Draft monthly, bi-annual, and final reports based on inputs from Research Units;
- Coordinate reporting with ACTED Iraq and IMPACT HQ;
- Ensure ad hoc requests from donors are addressed in liaison with the CC, Research Units and IMPACT HQ.

3- MONITORING AND EVALAUTION

- Lead monitoring and evaluation of all REACH Iraq research cycles, including developing and improving systems for tracking research outputs and for monitoring how research outputs are utilised (including via. SendinBlue and Google Analytics);
- Develop analytical reports on research output utilisation based on quantitative data from SendinBlue, Google Analytics, and user surveys, and qualitative data gathered through key informant interviews;
- Work with research units to develop strategies to improve research output utilisation and impact;
- Prepare all donor m&e reports including baseline reports, mid-term reports, and final evaluations.

REQUIREMENTS

- **Academic:** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- **Work experience:** Relevant work experience with programme development, monitoring and evaluation, or related field;
- **Familiarity with the aid system:** At a minimum familiarity with the aid system, and understanding of donor and governmental requirements. Previous experience engaging with development donors strongly preferred;
- **Experience in sectors:** Experience in a humanitarian context an asset;
- **Management skills:** Proven team management experience and skills; ability to build assessment capacity of team through training and mentoring;
- **Communication/reporting skills:** Excellent communication and drafting skills for effective reporting;
- **Multi-tasking skills:** Ability to multitask with tight deadlines, on numerous research cycles;
- **Level of independence:** Proven ability to work independently;
- **Cross-cultural work environment:** Ability to operate in a cross-cultural environment requiring flexibility;
- **Experience in the region:** Past experience in the region is desirable;
- **Language skills:** Fluency in English required, competency in Arabic an asset;
- **Security environment:** Ability to operate in a complex and challenging security environment
- **Software skills:** Familiarity with Google Analytics and email marketing, 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 provided in country by IMPACT's partner ACTED
- 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