

## REACH ASSESSMENT OFFICER - AREA BASED ASSESSMENTS (ABA)

(Reference: 21/AFG/AO01)

### BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a leading Geneva-based think-and-do tank which aims to improve the impact of humanitarian, stabilisation and development action through data, partnerships and capacity building programmes. The IMPACT team comprises specialists in coordination, data collection, management and analysis, GIS and remote-sensing.

The organisation manages several initiatives, including the REACH Initiative. REACH was born in 2010 as a joint initiative of the 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 provide granular data, timely information, and in-depth analysis to support the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. The work of REACH directly feeds into aid response and decision-making by providing accessible and precise information on the humanitarian situation of crisis-affected populations.

### COUNTRY PROFILE

REACH has been present in Afghanistan since 2016, providing a growing evidence base for humanitarian response planning through sectoral, multi-sectoral and Area-Based Assessments (ABA) as well as information management services. Working across all 34 provinces, including hard-to-reach areas, the Afghanistan team's research supports and facilitates emergency response efforts immediately following conflict or natural disaster as well as more long-term oriented resilience and recovery activities.

In 2020, REACH Afghanistan has two distinct project portfolios, one focusing on Inter-Sectoral Research and coordinating heavily with the emergency humanitarian response, whilst the other uses ABA to explore in-depth Recovery and Resilience issues to support longer-term durable solutions in Afghanistan. Most of the Resilience and Recovery Unit (RRRU)'s research involves ABAs that take a holistic look at communities, their stakeholder, and infrastructure, and how they interrelate to one another at site level. REACH currently has three ABA research cycles: 1) An evaluation of Priority Areas of Return and Reintegration (PARR) tracking the impact and performance of UNHCR's Co-PROSPER programme in promoting reintegration, public service access, economic opportunities, and peacebuilding in 40 key PARR locations across Afghanistan, 2) An in-depth AGORA assessment mapping local communities, stakeholders, and infrastructure, in order to provide an evidence base for locally-led development initiatives, and 3) An assessment of urban informal settlements and their surrounding communities, stakeholders, and infrastructure to inform a consortium aimed at supporting informal settlement populations and improve coordination platforms at the local level. All of these assessments involve community participatory mapping of communities and infrastructure, site profiling with key informants, and household representative socioeconomic vulnerability and needs assessments.

# IMPACT Initiatives

We are currently looking for a REACH Assessment Officer to manage an ABA research cycle. The position is based in Kabul, Afghanistan with some travel to other areas and regions required.

**Position:** Assessment Officer

**Contract Duration:** 6 months

**Location:** Kabul, Afghanistan

**Start date:** ASAP

## POSITION PROFILE

IMPACT is seeking a versatile candidate, who has experience in designing and conducting area based assessments with quantitative methodologies, including randomly sampled household assessments, community participatory mapping and key informant sampling and selection. The REACH Assessment Officer will manage one of REACH's ABA assessment research cycles, and in this role coordinate all research activities for that cycle in Afghanistan for the RRRU unit. The role will require a high level of autonomy and ability to liaise with field and data analysis teams and delegate tasks between the teams effectively.

Under the supervision of the Country Coordinator in Afghanistan, direct line-management of the RRRU Research Manager, and with direct coordination and communication with key external partners, the REACH Assessment Officer will fulfill the following functions:

- A. Coordinating implementation of assessments in all relevant community areas identified by the ABA
  - B. Draft assessment reports, research methodologies, and tools documenting all of the key steps of the research cycle
  - C. Share assessment results to key stakeholders
  - D. Provide project management and M&E capacity to the assessment component of the ABA research cycle.
- A. To coordinate implementation of all assessments in all geographical areas targeted under the ABA research cycle
- Support programmes of key stakeholders (UNHCR, ACTED, and NRC) with research components in coordination with ACTED Project Management, Global IMPACT focal points, and RRRU Management
  - Adjust research design based on inputs from ACTED, local actors, and the REACH RRRU management in accordance with IMPACT tools and templates
  - Adjust data collection strategies and tools based on research design strategy and global best practices
  - Coordinate the implementation of assessments with the support of the field manager and field team leaders
  - Identify information gaps and new areas of research to be covered by the ABA programme
  - Adjust data collection strategies when needed.
- B. Draft assessment reports and tools documenting the key steps of the research cycle
- Design and draft research tools in coordination with RRRU Research Manager and IMPACT Global Research Team
  - Design data products in coordination with RRRU Research Manager and IMPACT Global Research Team

# IMPACT Initiatives

- Ensure overall quality of outputs and adherence to standard IMPACT processes
- Proofread assessment outputs and other key products to be released by IMPACT
- Provide suggestions in terms of data visualization and data communication
- Ensure regular communication with ACTED and IMPACT HQ at critical steps of the assessments
- Ensure tracking of all feedback provided on products

## C. Share assessment results to key stakeholders

- Draft presentations of assessments results
- Present key findings in different forums such as local level meetings, partner meetings and national level forums
- Suggest derivative products to communicate assessment results to wider audiences

## D. Provide project management and M&E capacity to the assessment component of the REACH programme

- Support close compliance to M&E procedures of ACTED and IMPACT
- Provide suggestions for improving of programme monitoring practices
- Provide inputs into programme reports and project management tools (PMF, Monthly Coordination Reports)
- Coordinate with ACTED Project Development and Monitoring and Monitoring and Evaluation teams for reporting logframes.

The Assessment Officer 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 or collected during his/her assignment.

## REQUIREMENTS

- Excellent academic qualifications, including a master's degree in social sciences, sociology, economics, monitoring and evaluation, or another relevant discipline
- At least 2 years of relevant working experience in humanitarian emergency, development or transitional settings, through either research, evaluation, assessments, or programmes
- Past experience in managing large scale quantitative assessments desirable
- Excellent organizational skills
- Prior field experience required. Field research, M&E, or assessment experience highly desirable
- Excellent analytical skills – ability to situate findings within a wider context
- Excellent communication and drafting skills for effective reporting
- Ability to operate in a cross-cultural environment requiring flexibility
- Previous experience in survey tool design and implementation
- Fluency in English required, Persian/Dari language skills is an advantage
- Ability to operation Microsoft Word, Excel and Project Management Software
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software an advantage
- Knowledge of architectural drafting software, including AutoCAD, is desirable.
- Ability to multitask with tight deadlines, on numerous research cycles
- Ability to work independently and manage people remotely

# IMPACT Initiatives

## CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Food allowance 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