

AGORA SENIOR ASSESSMENT OFFICER (TEAM LEAD) (Reference: 21/UKR/SA002)

BACKGROUND ON IMPACT

IMPACT Initiatives (IMPACT) 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 work of IMPACT is implemented by its three initiatives: REACH, AGORA and PANDA.

REACH, a joint initiative of IMPACT, ACTED and UNOSAT, provides data and analysis on contexts of crisis in order to inform humanitarian action. Within AGORA, IMPACT partners with ACTED to support the stabilisation of crisis-affected areas by promoting synergies between international aid and local response actors taking into consideration climate and disaster risk. Through PANDA, IMPACT supports aid actors to improve the effectiveness of their programmes through monitoring, evaluation and capacity building activities.

IMPACT teams are present in over 28 countries across the Middle East, Africa, Asia, Europe, and Latin America. The teams work in contexts ranging from conflict to disasters and in areas seeing the effects of displacement and migration.

IMPACT benefits from a global partnership with ACTED, a French-registered non-governmental organisation, headquartered in Paris, which operates humanitarian and development programmes in more than 40 countries. In line with the existing global MoU between the organisations, ACTED provides operational, security and grant management support to IMPACT in countries where it operates. This provides IMPACT with a clear value added in terms of outreach, while maintaining a strict division of roles in relation to programmatic management.

We are currently looking for a Senior Assessment Officer to join our team in Ukraine.

Department: AGORA

Position: Senior Assessment Officer

Contract duration: 12 months

Location: Sloviansk, Ukraine

Starting Date: ASAP

COUNTRY PROFILE

In May 2021, the conflict in Ukraine entered its eighth year. The 427-km contact line that separates government- from non-government-controlled areas has, and continues to, severely disrupt the lives of people in surrounding areas. Assessments conducted by IMPACT Initiatives (under the REACH, AGORA and PANDA programmes) over the years have shown the numerous ways in which the contact line has impeded access to employment and basic services for many living in the government-controlled areas. Compounding these challenges, the outbreak of COVID-19 led to significant reduction in economic activity in Ukraine in early 2020. In parallel with these events, Ukraine has commenced a process of decentralisation in which newly formed local administrations (hormada) are handed responsibility for basic service provision. Reportedly, many of the staff in these new administrations require support in gathering localised data on the recovery and development priorities within their community, reinforcing evidence-based planning, and strengthening information management processes.

In this context, ACTED and IMPACT are jointly-piloting their [AGORA programme](#) in eastern Ukraine. The programme, taking an evidence and area-based approach to recovery and development programming, seeks to leverage IMPACT's expertise in assessment and information management, and ACTED's experience in community engagement and programme planning. Through activities under AGORA, ACTED/IMPACT strive to:

- engage with local authorities to understand the information and planning landscape within the hormada;
- increase the quality of localised data on recovery and development needs available to the hormada authorities for planning purposes;

- work with the local community to discuss, elaborate on and prioritise recovery and development needs and formulate strategies/action plans that address the identified needs;
- identify with local authorities' opportunities to further strengthen their skills in information management, planning, performance evaluation and practical ways to utilize them for local planning processes.

POSITION PROFILE

FUNCTIONS

Under the supervision of the Senior Research Manager (IMPACT) and with guidance from the Local Governance Technical Advisor (ACTED), the Senior Assessment Officer is responsible for the management of the AGORA-IMPACT (assessment and information management) unit. This will involve overseeing IMPACT-led strategy to promote evidence-based planning in local communities through the assessment, dissemination and capacity building activities under 2 projects (UNDP-funded AGORA-D and UHF-funded SHIFT). S/he will also be responsible for collaboration with the ACTED-AGORA team, and line management of four implementing staff. S/he will play a critical role in the strategic development of AGORA in Ukraine. Additionally, s/he will lead on activities related to logistics, partner coordination, reporting and finance requirements.

Summary

The Senior Assessment Officer shall be responsible for:

- Leading and supporting the AGORA-IMPACT team, in coordination with the Research Manager and Local Governance Technical Advisor, to **develop and implement:**
 - **mixed methods assessments**, largely focused on public service delivery, local governance and priorities for recovery and development in the eastern conflict area,
 - **a comprehensive dissemination/advocacy strategy**, tailored to the varying needs of stakeholders at local, regional, national and international level,
 - **a practical information management capacity building plan**, targeting local government and CSOs active within the hromada.
- Actively identifying, in coordination with the Senior Research Manager, **best practice for AGORA-style assessments** and/or evaluations: including gathering lessons learned, standardized tools, tested methodologies and analytical frameworks, adapting to local planning needs;
- Overseeing the **identification of relevant stakeholders**, with the support of the AGORA team, and developing a detailed analysis on their information needs; drafting and scheduling a dissemination plan/advocacy strategy;
- Identifying best practices, with the support of the Data/GIS Specialist and AGORA team members, for assessment of organizational / individual **information management capacity gaps and methods for building capacity**;
- **Line managing 5 AGORA-IMPACT staff:** 2 assessment officers, 2 GIS officers, and a database officer; supporting professional development of AGORA staff members;
- **Liaising with internal stakeholders** (such as the IMPACT Data Collection team, ACTED Logistics department, ACTED/IMPACT Project Development team, HQ Research Design and Development, etc) to ensure a smooth and timely implementation of activities;
- Ensuring, with the support of the Research Manager, that **AGORA activities are coordinated** with the activities of other IMPACT Ukraine units;
- **Represent AGORA in external coordination meetings**, including participation in monthly coordination meetings, facilitation of assessment workshops, presentations of assessment findings, and participation in capacity-building initiatives.

1. STRATEGIC RELATIONSHIP AND CAPACITY BUILDING

Objective 2.1: Design and implement information management capacity building activities with local authorities and stakeholders

- **Understanding the information and local planning landscape** at the hromada-level within a dynamic decentralization reform process to assess programmatic relevance and adapt accordingly to local needs.

- Overseeing the **identification of relevant stakeholders**, with the support of the AGORA team, and developing a detailed analysis of their information needs for local planning processes, jointly drafting and scheduling a capacity building strategy;
- Identifying best practices, with the support of the Data/GIS Specialist and AGORA team members, for assessment of organizational / individual **information management capacity gaps and methods for building capacity**;
- Tailoring and positioning of IMPACT AGORA activities for optimal **relevance to local planning purposes** while promoting an evidence-based approach.

Objective 2.2: Coordination

The Senior Assessment Officer may also be responsible for coordinating with partner organisations or units, identifying joint assessment areas, facilitating design workshops, managing joint data collection processes, and facilitating joint analysis workshops. This includes both direct assessments by AGORA teams and indirectly by assisting with the implementation of the collaborative assessments conducted by partners.

Close collaboration with AGORA-ACTED staff leading on local capacity building and programme planning will be essential to the jointly implemented AGORA programme.

2. AGORA HR MANAGEMENT

Objective 3.1: Staff Management

The SAO is responsible for management of 4 to 5 project staff. S/he is expected to guide and direct AGORA staff and prepare and follow up workplans with each staff member that directly reports to him/her.

A key responsibility of the SAO will be to support AGORA Assessment Officers to design assessment, dissemination and information management capacity building approaches and implementation plans. This will be done in close coordination with the AGORA GIS/Data, Field teams and the Local Governance Technical Advisor. The SAO will ensure that the methodological approach for these activities takes into account existing data, consultations with local stakeholders and best practice, as well as IMPACT Initiatives standards, donor requirements and/or project partner needs. This will specifically include ensuring that AGORA Assessment Officers use and understand of common assessment methodologies, the process for designing of data collection tools (household surveys, focus groups, and more), and standards for analysis assessment data. It will also involve guiding Assessment Officer in the production of factsheets, reports, and other data visualizations.

This will also involve line management of GIS and Database Officer, with support from the GIS/Database Manager on technical issues. As line manager, the SAO will be responsible from responding to HR queries, developing workplans, conducting appraisal and ensuring professional development opportunities for staff under their supervision.

The SAO may be required to take the lead in the recruitment of other assessment staff in coordination with the HR Department(s) and Country Coordinator. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and interviews. The Senior Assessment Officer 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.

Objective 3.2: Internal Capacity Development

The Senior Assessment Officer is responsible, in coordination with the Country Coordinator, for the development and implementation of capacity training plans for PANDA 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.

3. RESEARCH CYCLE MANAGEMENT

Objective 1.1: Management and implementation of assessment processes

The Senior Assessment Officer will oversee planning, implementation, and follow-up of AGORA activities under AGORA-D and SHIFT. This will include:

- Guiding secondary data review and efforts to better understand the hormada-level information landscape, and information flows to and from the national level;
- Assisting in the conceptualisation of assessment methodologies and tools geared towards assessing citizen attitudes towards local governance issues, understanding local-level service provision and prioritising local recovery and development issues;
- Ensuring coordination between assessment, data, GIS and field teams before, during and following data collection and, where needed, contributing to enumerator and team leader training sessions in preparation for field;
- Reviewing data analysis plans and outputs to ensure both a robust and relevant analysis of the data and a high standard of data quality;
- Developing dissemination/advocacy plans and working with Assessment Officers to ensure that information outputs sufficiently address the information needs and data literacy level of the target audience;
- In collaboration with AGORA-ACTED team members, participate in scheduling and review content for presentations and publications; oversight of IMPACT-led activities in this area;

The Senior Assessment Officer shall also manage tasks related to logistics, financial, administration and HR processes directly related to the AGORA projects and liaise accordingly with the relevant IMPACT HQ and/or ACTED Ukraine support department.

4. REPORTING

Objective 2.1: Assessment Reporting

The Senior Assessment Officer will be responsible for overseeing the consolidation of analysis and conclusions from assessments into contractual outputs (such as factsheets, reports, presentations and briefs using standard formats) and semi-regular communications pieces. Specifically, s/he will assist in guiding the Assessment Officers under their supervision on the analysis and interpretation of data; data visualisation and presentation; and, outlining and drafting sections for reports and factsheets. They will additionally lead on identifying key findings and drafting the executive summary, and will ultimately be responsible for accurate reporting of findings based on defined information needs. In their work, s/he will safeguard the confidentiality and protection of collected information. S/he will ensure that assessment reports add to knowledge with the identifies field interest.

Objective 2.2: Programmatic Reporting

The Assessment Officer will assist the Research Manager in the timely and accurate preparation of narrative and financial reports related to AGORA activities in country through close liaison with the Grant Management and Finance departments. The Senior Assessment Officer is responsible for following the designated timeline of grants management reports to be submitted to project partners and donors. S/he must ensure the writing of timely and accurate monthly/ quarterly reports.

5. REPRESENTATION

Objective 4.1: External Coordination

Representation of AGORA in interactions with development agencies and any other relevant inter-governmental institutions at the national or provincial level, and in partner meetings and technical working groups. The Senior Assessment Officer will follow up on technical issues identified in meetings. This specifically will include liaising with external partners ensure their engagement in the assessment process and wide dissemination of the research findings.

The Senior Assessment Officer may further represent AGORA vis-a-vis current and potential donors and communicate relevant information to the IMPACT Country Coordinator. More generally, the Senior Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of IMPACT's, ethics, values and stand-point with regard to other actors.

6. 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 programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

REQUIREMENTS

- At least 2 years of relevant working experience in development settings;
- At least 4 years of relevant working experience in applied research / information management;
- Excellent academic qualifications, in relevant discipline;
- Excellent research design and analytical skills;
- Experience working with local governance or decentralisation an asset;
- Excellent communication and drafting skills for effective reporting;
- Excellent interpersonal and 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, competency in Ukrainian and Russian an asset;
- Ability to operation Microsoft Word, Excel and Project Management Software;
- Ability to operate Stata, R, SPSS, or related statistical programming an asset;
- Ability to work independently.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Lodging provided at the organisation's guesthouse
- Transportation costs covered, including roundtrip ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package