

## Job description

### REACH MULTI-SECTOR NEEDS ASSESSMENT SENIOR ASSESSMENT OFFICER IN SOUTH SUDAN (JUBA-BASED)

(Ref: 21/SSD/SAO04)

**We are currently looking for a REACH Senior Assessment Officer to lead the Multi Sector Needs Assessment (MSNA) in South Sudan.**

**Supervisor:** REACH Deputy Country Coordinator  
**Title:** REACH Senior Assessment Officer  
**Location:** Juba, South Sudan  
**Contract duration:** 12 months  
**Start date:** ASAP

#### 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.

#### COUNTRY PROFILE

IMPACT, through its own activities, or through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectoral needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State. IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and touched a total of more than 20,000 households.

Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs Assessments of conflict affected areas, providing mapping and monthly service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments. 2016 has seen the expansions of both IMPACT and REACH programming to 9 of 10 states, spanning the refugee, IDP and development responses, and covering diverse activities such as cross border port monitoring, assessments of hard to reach areas, floodmapping and vulnerability analysis, market monitoring and supply chain analysis, analysis of tensions and conflicts over access to natural resources. Anno 2021, REACH programming is covering all ten states and has expanded its programming, including a nation-wide multi-sectoral needs assessment, AAP (accountability to affected population), and conflict sensitivity.

IMPACT and REACH programming will focus on integrating ongoing assessments into a common data stream, expanding the geographic scale of activities, connecting information streams to surrounding countries that are impacted by events in South Sudan, and continuing to adopt a beneficiary-centric approach to data collection that puts that needs of affected populations, and the return of information to them, at the centre of our work.

REACH is working closely with OCHA to implement a multi-sector needs assessment to support the 2022 Humanitarian Needs Overview (HNO). In 2021 and beyond REACH South Sudan is looking to expand information support to the humanitarian response in coordination with the clusters and in several key inter-sectoral areas. Key strategic aims are to enhance reliability of country wide household level data, enhance sectoral coverage and enhance advocacy capacity through strengthened data collection and information targeting via the MSNA/FSNMS+ structure.

## POSITION PROFILE

IMPACT is seeking an experienced candidate with recent experience implementing qualitative and quantitative research, but who also possesses a strong understanding of beneficiary-centric qualitative approaches.

Under the supervision of the REACH Deputy Country Coordinator (DCC) in South Sudan, the REACH Senior Assessment Officer (SAO) will be responsible to implement the MSNA in South Sudan, including its preparation, implementation, analysis, presentation and follow-up. The MSNA, known in South Sudan as FSNMS+ (Food Security and Nutrition Monitoring Survey) serves to inform the People in Need (PiN) calculations and severity analyses made for Humanitarian Needs Overviews, thereby providing guidance to humanitarian actors and donors. It is also a key source of data for the entire Humanitarian Programme Cycle (HPC) as well as the Integrated Food Security Classifications (IPC). The SAO will also be responsible for contributing to and organizing related logistics, partner coordination, reporting and finance requirements related to the MSNA and also to the strategic development of REACH in South Sudan. The position is based in Juba, South Sudan, with possible travel to field locations where appropriate.

## SUMMARY OF RESPONSIBILITIES

The SAO will report to REACH DCC and will be responsible for the implementation of REACH MSNA in South Sudan. The management of the REACH MSNA assessment will include oversight of research and data collection processes country wide and will include extensive external engagement with NGO, UN and government partners. Under the overall guidance of the REACH SSD Country Coordinator and REACH DCC, the SAO will be required to coordinate with REACH field teams country-wide, provide oversight of technical development of REACH MSNA methodology, tools and support in the review process of all REACH MSNA products drafted as part of the assessment. In close collaboration with the RM; the senior assessment officer will also ensure timely and relevant dissemination of all REACH MSNA products at the county, state and/or country level; and provide strategic input into the overall programmatic direction of REACH in country.

The REACH Senior Assessment Officer shall be responsible for:

- In coordination with the REACH DCC, design and implement REACH MSNA assessment strategy and methodology within South Sudan, country-wide;
- Assist in development of strategy for MSNA household level data collection in hard to reach areas of South Sudan;
- Management of REACH assessment and field staff to ensure a smooth and timely implementation of the assessment
- Ensure the writing of timely and accurate MSNA assessment reports and factsheets;
- Liaise with all REACH SSD units for expert input on necessary stages of the research cycle including research design, implementation and analysis.
- Extensive external engagement with other partners involved with the MSNA/FSNMS+ process including research design, implementation and analysis.
- Supporting the development/revision of MSNA assessment / programme strategies, reports or new proposals;
- Overseeing development of capacity in all staff contributing to the MSNA but the MSNA AO in particular.
- Liaising with programme staff of ACTED departments to ensure close coordination and information sharing is maintained particularly in the operational aspects of the MSNA;
- In coordination with REACH DCC, external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;

## 1) ASSESSMENT MANAGEMENT AND COORDINATION

### **Objective 1.1:** Management of MSNA assessment process

The Senior Assessment Officer is responsible for designing the methodology and tools used for the MSNA in close collaboration with other units within the REACH SSD mission as well as external partners including OCHA, clusters and government. He/she will manage the planning, implementation, and follow-up of all MSNA related activities and communications conducted in country.

The Senior Assessment Officer shall manage logistics, financial, administration and HR processes (alongside relevant field staff) directly related to the MSNA and liaise accordingly with the relevant ACTED counterpart. He/she is responsible for the implementation and oversight of FLAT procedures related to the MSNA.

### **Objective 1.2:** Implementation

The Senior Assessment Officer is responsible for overseeing the implementation of the MSNA, providing support to the development of assessment, database and GIS tools for the MSNA with the relevant REACH SSD unit, or in some cases with external partners. This will specifically include, designing of data collection tools (household survey, focus groups, and more); development or review of sampling methodology; contributing to data collection procedures and set up of the analysis phase.

### **Objective 1.3:** Coordination

The Senior Assessment Officer is responsible for the timely and accurate preparation of narrative and financial reports related to MSNA activities in country through close liaison with the Project Development and Finance departments where appropriate. The Senior Assessment Officer shall liaise with other IMPACT Officers in the mission and throughout IMPACT Initiatives' and ACTED's networks to provide and receive support in the expansion of IMPACT globally.

## 2) REACH REPORTING

### **Objective 2.1:** MSNA Assessment Reporting and contribution to the HPC

The Senior Assessment Officer is responsible for consolidating and providing oversight for all analyses and conclusions from each assessment into REACH MSNA or joint FSNMS+ products such as MSNA Bulletin factsheets, reports and briefs using standard formats. He/she will liaise with Geneva and GIS/DB Specialists in order to represent data in interactive web map or static map format, as relevant. The Senior Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must supervise and 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. This will include extensive collaboration with other partners involved with the MSNA/FSNMS+ to be able to contribute to country-wide response coordination systems. This will include ensuring that MSNA data, outputs, products and reports contribute to aid coordination and planning and add to the general base of knowledge in the country for all organisations working in the areas. The Senior Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among partners and potential partners. He/she will coordinate timely and accurate reporting to IMPACT.

## 3) HR MANAGEMENT

### **Objective 3.1:** Staff Management

The Senior Assessment Officer is responsible for day-to-day management of the MSNA AO. He/she is expected to guide and direct the MSNA AO with via preparation of and follow up through work plans. The Senior Assessment Officer will be required to take the lead in the recruitment of any additional assessment staff within the MSNA project in coordination with the ACTED HR Officer as required. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertake interviews.

In addition, the Senior Assessment Officer will be required to liaise widely within the mission in order draw upon the expertise across the unit for various phases of the MSNA research cycle. They will be responsible for communicating to various members of each unit well in advance and for organizing with them realistic contributions to the MSNA.

### **Objective 3.2:** Internal Capacity Development and implementation stage

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 the MSNA during the implementation stage. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by IMPACT.

## 4) REPRESENTATION

### **Objective 4.1:** External Coordination

Regular representation of REACH in cluster and multi-sector meetings/ FSNMS+ technical working groups in country and follow-up on technical issues identified. This specifically will include liaising with external partners to identify potential for improvements to the methodology, research design, implementation and analysis. This will be key to the successful implementation of the project as it is a joint collaborative effort with clusters, OCHA and other UN agencies and government.

The Senior Assessment Officer will potentially represent REACH vis-a-vis current and potential donors and communicate relevant information to the REACH DCC and Country Coordinator as it related to the MSNA. 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 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 mandate, ethics, values and stand-point 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 throughout the duration of the MSNA. Due attention must be paid to ensuring that communities are adequately consulted and informed about MSNA objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH/IMPACT staff member.

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline, or a Bachelor degree and working experience in relevant discipline;
- At least 2 years of relevant working experience in humanitarian settings;
- Confidence with external engagement
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Excellent interpersonal and team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- 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 and Excel;
- Ability to operate SPSS, related statistical programming, and/ or GIS an asset;
- High level of autonomy and willingness to spend time in field locations if required;
- 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 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