

## RESEARCH MANAGER – INTER-SECTORAL RESEARCH UNIT IN AFGHANISTAN

Reference: 21/AFG/RM01

### BACKGROUND ON IMPACT AND REACH

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.

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.

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 are committed to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

**We are currently looking for a Research Manager to lead our Inter-Sectoral Research Unit in Afghanistan.**

**Department:** IMPACT  
**Position:** Research Manager  
**Contract duration:** 12 months  
**Starting Date:** January 1, 2022  
**Location:** Kabul, Afghanistan

## 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 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 order to inform the strategic planning and prioritization of the humanitarian community in Afghanistan, REACH facilitates the annual Whole of Afghanistan (WoA) Multi-Sectoral Needs Assessment, in coordination with OCHA and the Afghanistan Inter-Cluster Coordination Team (ICCT). This research is a key input for the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP), as well as inputting to the bi-annual Integrated Phase Classification (IPC) process. Throughout the year, REACH also implements a number of other assessments to monitor humanitarian needs across Afghanistan and inform other key milestones of the Humanitarian Planning Cycle (HPC). These research cycles form the core of REACH Afghanistan's Inter-Sectoral Research Unit (ISRU).

In light of the escalating conflict throughout 2021, resulting in the take-over of Kabul in August by the Taliban, and consequent political and economic fallout, such research cycles have been critical to inform what has been an unprecedented scale-up in humanitarian funding and implementation to meet critical and rapidly worsening need across the country. Correspondingly, through the ISRU, REACH is expanding its activities to include a semi-annual WoA Assessment, mobilize and establish a more systematic framework of humanitarian situation monitoring (HSM) and platform for joint analysis with key humanitarian information and coordination practitioners. In addition, the unit is growing to cover new research cycles covering the shifting dynamics of internal and cross-border displacement in Afghanistan. This programming will be critical to ensure continuous and proactive support to the humanitarian community through this highly dynamic period in Afghanistan.

REACH Afghanistan is looking for a Research Manager to head the ISRU, managing both existing research cycles and developing and driving its strategic direction, as of January 2022.

## POSITION PROFILE

The Research Manager will be responsible for overseeing the development and strategy of the Inter-Sectoral Research Unit, under the supervision of the IMPACT (Deputy) Country Coordinator and IMPACT HQ in Geneva. The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners.

He/shewill be responsible for the implementation and completion of the various work streams within the ISRU. He/She will be responsible for engaging with partners, supporting in providing relevant contextual analysis, and provide technical support in analysing, reviewing and validating products and research cycles for the Unit. He/She will be responsible for engagement with analytical forums and workshops, including the Afghanistan Inter-Cluster Coordination Team (ICCT) and Clusters when coordinating joint needs assessments, the Information Management Working Group (IMWG), the Food Security and Agriculture Cluster (FSAC) and WFP, and other relevant forums and key data actors operating in Afghanistan, such as IOM DTM. He/she will also be responsible for related logistics, partner coordination, reporting, grants management, and finance requirements and will be required to provide input to the strategic development of IMPACT, REACH, and other relevant initiatives, in the country and region. He/she will also be expected to coordinate and collaborate closely with the IMPACT (Deputy) Country Coordinator and the other heads of units within IMPACT Afghanistan.

The Research Manager responsibilities include:

### 1. Staff Management

- Direct management of international and senior national team members, including recruitment, conduct of appraisals, as well as staff career management;
- Development and implementation of capacity training plans for team members;

- Day-to-day management of team members, including the development of work plans and performance indicators.

## 2. Project/Research Cycle Management

- Ensure all ISRU assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global REACH guidelines;
- Oversee all ISRU Research Cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies.
- Ensure the writing and production of timely, accurate and analytically rigorous reports, assessments, and factsheets;
- Keep track of all progress and delays throughout ISRU projects and research cycles;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure a timely completion of the project.
- Actively advocate for the improving of analysis within REACH products, and using common methodologies, tools and analysis frameworks across units where relevant

## 3. Grants Management

- Under the guidance of the (Deputy) Country Coordinator, management of grants in the ISRU, from initial discussions with donors, conceptualisation of new projects, drafting proposals, regular reporting, and M&E, and work closely with other RMs who have shared grants.
- With the guidance of the (Deputy) Country Coordinator, oversee the financial management of all grants covering ISRU projects, including oversight of budget and expenditure, and work closely with other RMs who have shared grants.
- Ensure that contractual obligations are met in terms of programs deliverables;
- Ensure activities are implemented according to the approved donor and partnership agreement.

## 4. External Engagement

- In coordination with the Country Coordinator and SMT, represent REACH with donors, partners, and the wider humanitarian aid community in Afghanistan.

## 5. Strategy Development and Implementation

- Under the guidance of the (Deputy) Country Coordinator, develop the ISRU's strategy, engagement and involvement with various technical and coordination forums;
- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Afghanistan and identify how the ISRU can fill these gaps.
- Further development, expansion, and redirection of the ISRU existing workstreams as needed to best inform the response
- As a member of the Senior Management Team (SMT), contribute to the development and implementation of the REACH Afghanistan country strategy;
- Develop and implement dissemination strategies to strengthen the impact of the ISRU programmes;
- Engagement with HQ on ISRU research and/or coordination.
- Provide contextual and technical support and guidance for assessment teams across all units in the mission relating to multi-sectoral needs assessments, input to key milestones in the Humanitarian Programme Cycle (HPC), population figures, and population movement and displacement.

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's degree in a relevant discipline;
- ❖ Excellent analytical skills;
- ❖ At least 4 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- ❖ Excellent quantitative and qualitative research design, data collection, and data analysis experience required;
- ❖ Demonstrated team management skills, including remote management;
- ❖ Excellent communication and drafting skills for effective reporting and reviewing;
- ❖ Demonstrated ability to engage with donors and senior coordination-level partners;
- ❖ Prior experience with humanitarian coordination forums such as the ICCT, humanitarian joint analysis platforms such as Assessment Working Groups, Food Security, and/or population movement, preferred;
- ❖ Prior knowledge of the region an asset;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Ability to work independently.
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Ability to operate Microsoft Word, Excel and Project Management Software;
- ❖ Ability to operate Adobe Suite preferred
- ❖ Skills in SPSS, R or related statistical software are considered an asset.
- ❖ Fluency in English required;

## CONDITIONS

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