

REACH SENIOR ASSESSMENT OFFICER (BRAZIL)

(Reference: 21/BRA/A001)

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). 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

After a short mission in Boa-Vista in 2018, REACH plans to resume activities in Brazil with a project that focuses on the regional Venezuelan response. As part of this project, an area-based assessment (ABA) will be conducted in Brazil. We are currently looking for a REACH Senior Assessment Officer (SAO) to oversee and supervise this assessment and related activities. The position will be based in Roraima, Brazil with some travel to other areas and regions required.

Position:	Senior Assessment Officer
Contract Duration:	5 months (with possible extension, dependent on funding)
Location:	Roraima, Brazil
Start date:	January 2022

POSITION PROFILE

IMPACT is seeking a senior candidate who has experience in designing, conducting and leading area-based assessments with quantitative methodologies, including randomly sampled household assessments, community participatory mapping and key informant sampling and selection. The role will require a high level of autonomy and ability to liaise with external partners. Therefore, the ideal candidate would not only have a strong research experience, but also excellent communication, coordination and management skills, and shall be able to work with a good level of independence.

Under the supervision of the REACH Country Coordinator, and with direct coordination and communication with key external partners, the REACH SAO will fulfill the following functions:

A. **Oversee and manage the implementation of the area-based assessment in Brazil**

The SAO is responsible for designing the methodology and tools associated with each assessment according to IMPACT requirements and principle. He/she will manage the planning, implementation and follow-up of all IMPACT and project specific assessment activities conducted.

Typical activities include:

- Conduct secondary desk reviews and identify information gaps and new areas of research to be covered by the

IMPACT Initiatives

ABA programme

- Work closely with relevant partners to develop the assessment scope and research design (including terms of reference and data collection tools)
- Design the methodology of the assessment(s) and write effective ToR explaining the rationale and details of the assessment's methodology and strategy
- Design data collection tools for both quantitative and qualitative methods (questionnaire, focus group discussions, key informant interviews) according to the assessment needs
- Supervise and coordinate the data collection in collaboration with the field team ensuring compliance with IMPACT data quality standards
- Lead in the data analysis (both qualitative and quantitative) ensuring compliance with IMPACT data analysis standards
- Write different outputs of the research (reports, factsheets, situation overview)

B. Communication and engagement

The SAO is expected to effectively manage the internal and external communication, tailoring his style to the culture and to the different audience he/she will interact with. The SAO will represent IMPACT/REACH with external stakeholders and he/she is responsible for build/maintain the reputation of the organization in the country.

Typical activities include:

- Ensure effective communication with team members, line manager and IMPACT HQ in the different phases of the research design
- Liaise, when necessary, with the Regional Inter-Sectorial Unit to draw from existing organizational knowledge and experience
- Engage and involve stakeholders in the different phases of the research design (seek contribution for the research design, keep them update on the assessment implementation, present findings)
- Represent REACH/IMPACT in coordination meetings/technical working groups in country
- Ensure tracking of all feedback provided on products

C. Share assessment results to key stakeholders

Under the direction of the Country Coordinator, the SAO will engage in dissemination activities, ensuring that the findings of each assessment are clearly and affectively communicated.

Typical activities include:

- 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

Under the direction of the Country Coordinator, the SAO will ensure that M&E activities are carried out in accordance with IMPACT requirements and that learning is documented after every research cycle.

Typical activities include:

- 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)

E. Other / General

The SAO will also support the Country Coordinator in every activity that is critical and needed for the running of the mission.

Typical activities include:

- Support the Country Coordinator in identifying funding opportunities and proposal writing
- Support the Country Coordinator in the financial management of the project
- Support the Country Coordinator in activities that might arise (staff recruitment, induction)

The REACH SAO 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 5 years of relevant working experience in humanitarian emergency, development or transitional settings, through either research, evaluation, assessments, or programmes
- Past experience in leading external engagement
- Past experience in managing large scale quantitative assessments desirable
- Excellent organizational skills
- Excellent communication 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 writing skills for effective reporting
- Ability to operate in a cross-cultural environment requiring flexibility
- Previous experience in survey tool design and assessment implementation
- Fluency in English and Portuguese required
- 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
- Ability to multitask with tight deadlines, on numerous research cycles
- Ability to work independently and coordinate with the regional team remotely

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