

## REACH SENIOR ASSESSMENT OFFICER

### MULTI SECTORAL NEEDS ASSESSMENTS

(Reference: 22|LBN|AO01)

#### 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.

**We are currently looking for a REACH Senior Assessment Officer to support our REACH team in Lebanon.**

**Department:** REACH  
**Position:** REACH Senior Assessment Officer  
**Contract duration:** 6 months  
**Location:** Amman, Jordan  
**Starting Date:** ASAP

## COUNTRY PROFILE

In Lebanon, several years of multi-layered, overlapping shocks have led the country into a nation-wide socio-economic crisis. This crisis, reflective of fundamental vulnerabilities in Lebanon's economic structure, fragile political environment, deep-rooted social and communal tensions, have vastly increased household need and vulnerabilities throughout the country. Further, the current crisis has affected refugee needs due to the protracted Syrian refugee crisis in Lebanon, in its tenth year. Indeed, Syrian refugees are not the only vulnerable population group from outside Lebanon affected, approximately 180,000 Palestine Refugees in Lebanon (PRLs), located in and out of camps for nearly 70 years, continue to be subject to policies and law that preclude them from basic household functions such as the right to work, legal documentation, public services, and property ownership. Further, approximately 180,000 migrants are also present in Lebanon, facing needs related to protection, livelihoods, food security, and shelter.

As the trajectory of Lebanon continues to be along downward spiral, continual provision of empirical evidence to investigate the impact of continued shocks and socio-economic deterioration of a fragmented, heterogeneous population within Lebanon's borders, is necessary. In 2021, REACH Lebanon implemented a novel, nation-wide Multi-Sector Needs Assessment (MSNA). The MSNA comprised of household-level surveys of three population groups: Lebanese, Palestine Refugees in Lebanon, and Migrants. As the first project to be implemented of its kind in Lebanon, the MSNA provided the humanitarian community with empirical evidence of the widespread needs, both sector-specific and intersectoral, to support the humanitarian community in advocacy and programmatic strategy.

## POSITION PROFILE

Under the supervision of the REACH Research Manager in Lebanon, the REACH Senior Assessment Officer (SAO) will be responsible to implement multi-sectoral research cycles implemented in Lebanon, including their preparation, implementation and follow-up. In particular, the SAO will be responsible for the implementation of the Multi-Sector Needs Assessments (MSNAs) in Lebanon, which 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. The SAO will also be responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in Lebanon. The position is based in Amman, Jordan, with travel to Lebanon where feasible.

## FUNCTIONS

The REACH Senior Assessment Officer shall be responsible for:

- In coordination with the REACH Research Manager, design and implement REACH assessment strategy and methodology within Lebanon country-wide;
- Assist in development of strategy for remote data collection in inaccessible areas of Lebanon;
- Management of REACH assessment staff to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Coordinate and ensure timely data collection, analysis and, in partnership with GIS team, mapping of datasets, ensure that all collected data are geo-referenced;
- Ensure the writing of timely and accurate assessment reports and factsheets;
- Keep track of all projects and programmes assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- Development of assessment staff training matrices, and overseeing development of capacity in capital and field assessment staff;

- Liaising with programme staff of ACTED departments to ensure close coordination and information sharing is maintained;
- In coordination with REACH Research Manager, external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Overseeing development of training in mobile data collection for national authorities and development partners in Lebanon

## OBJECTIVES

- Objective 1.1: Management of assessments process

The REACH Senior Assessment Officer is responsible for designing the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of all REACH and projects specific assessment activities conducted in country. In operations in which REACH is a project component of a wider ACTED intervention, the REACH Senior Assessment Officer is required to contribute to the preparation and follow up of the Project Management Framework and ensure that activities are properly coordinated and implemented as per the Project Cycle Management, in coordination with the REACH Research Manager.

The REACH Senior Assessment Officer shall support the REACH Operations Manager in functions related to logistics, financial, administration and HR processes and liaise accordingly with the relevant ACTED counterpart when necessary. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in REACH interventions.

- Objective 1.2: Implementation

The REACH Senior Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment, database and GIS tools with the REACH team. This will specifically include, with the GIS/DB team, designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures and mapping thereof through ARC GIS and other ESRI products in particular; and analysis of spatial and other information to contribute to reports and the like.

- Objective 1.3: Coordination and Joint Analysis

The REACH Senior Assessment Officer will be the primary point of contact with external response actors, in coordination for MSNA research design, data collection planning, joint analysis, and sector-specific technical support. Joint analysis of MSNA results, in tandem with OCHA, will include technical support utilizing the JIAF framework to advise OCHA and the Emergency Operations Cell (EOC) in calculating sector and intersectoral people in need (PiN). Therefore, the SAO will be interfacing and working in strong coordination with OCHA, sector coordinators/IMs, and other humanitarian actors in Lebanon.

Representation of ACTED/REACH in cluster and multi-sector meetings/ technical working groups in country and follow up on technical issues identified in cluster meetings in other parts of the country will be expected. This specifically will include liaising with external partners to identify potential for data sets to be integrated into existing databases and mapped to support the coordination of the broader humanitarian community.

The REACH Senior Assessment Officer will further represent REACH vis-a-vis current and potential donors and communicate relevant information to the REACH Research Manager and Country Coordinator. 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 REACH 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 REACH and ACTED's mandate, ethics, values and stand-point with regard to other actors.

- Objective 1.4: Assessment Reporting

The REACH Senior Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports and briefs using standard formats. He/she will liaise with Geneva and Regional GIS/DB Specialists in order to represent data in interactive web map or static map format, as relevant. The REACH Senior Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must 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. He/she will ensure that assessment reports contribute to aid coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

- Objective 1.5: Programmatic Reporting

The REACH SAO will also support the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up, in coordination with the REACH Research Manager. The REACH Senior Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among ACTED and IPs.

- Objective 3.2: Internal Capacity Development

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

## 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 REACH and ACTED programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH and ACTED staff member.

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills;
- At least 2 years of relevant working experience in humanitarian settings;
- Excellent communication and drafting skills for effective reporting;
- Excellent 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; Arabic highly desirable;
- Ability to operation Microsoft Word, Excel and Project Management Software;
- Ability to operate 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
- Free 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