

## RESEARCH MANAGER FOR MYANMAR (BANGKOK-BASED)

(Reference: 22|MMR|RM01)

### 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 Research Manager to support our team in Myanmar, based in Bangkok, Thailand.**

**Department:** REACH  
**Position:** Research Manager  
**Contract duration:** 12 months  
**Location:** Bangkok, Thailand  
**Starting Date:** May 2022

### COUNTRY PROFILE

Myanmar's complex and multi-faceted humanitarian crisis is characterised by armed conflict, inter-communal tensions and vulnerability to natural hazards and was further complicated by the ongoing outbreak of COVID-19. The February 1<sup>st</sup> 2021 military takeover further exacerbated pre-existing vulnerabilities, leading to heightened needs amongst the population, with an estimated 14.4 million people, a quarter of the country's population, now estimated to be in humanitarian need. Ongoing clashes continue to trigger displacement, with 519,500 people reportedly internally displaced since the military takeover, on top of the estimated 370,400 individuals living in a state of protracted displacement. The banking crisis continues to limit the ability for households to access cash needed to meet their needs, as well as international organisations' to access funds and provide humanitarian assistance.

The REACH team – based remotely in Bangkok – is newly supporting the humanitarian response in Myanmar in 2022 through the implementation of the first Multi-Sector Needs Assessment (MSNA). Given the challenging context in Myanmar, REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

## FUNCTIONS

Under the supervision of and in collaboration with the REACH Country Coordinator, the Research Manager oversees the implementation of all REACH Myanmar country projects, initially the MSNA. The role will involve oversight of all research cycles, line management of and project management support to staff in the research team, human resource management, external engagement, and contributions to strategy development through contextual understanding of the Myanmar Crisis, response coordination structure, and identification of information management gaps within the humanitarian response.

As part of the country's Senior Management team, she/he contributes to the development and implementation of IMPACT's country strategy, and promotes organizational vision and core values across the mission.

In his/her mission, the Research Manager will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide by ACTED's Security, HR, Administration and Logistics rules and regulations, and, in coordination with ACTED, will ensure IMPACT staff in his/her unit abide by them.

## RESPONSIBILITIES

The Research Manager responsibilities include the following:

### STRATEGY DEVELOPMENT & IMPLEMENTATION

1. Context analysis: In coordination with the CC/CR, the RM ensure that IMPACT has an up to date understanding of:

- The country's socio-economic situation, the impact of a crisis and the aid/humanitarian situation;
- The aid/humanitarian planning, coordination and response mechanisms, as well as key aid/humanitarian stakeholders.

2. Develop and oversee the implementation of a Research Strategy in alignment with country and global priorities, and fully integrated into country strategy; take a lead role in identifying strategic opportunities for strengthening IMPACT's work in the country within the scope of his/her unit; in particular:

- Consolidate and strengthen ongoing programming and operations within the research team;
- Ensure the research team's activities are relevant and have a measurable impact on the aid/humanitarian response;
- Identify new programs and approaches in which the research team can add value to the aid/humanitarian response;
- Follow up on opportunities for the research team's program development and strengthening of interventions;
- In coordination with CC/CR, identify funding opportunities to consolidate, strengthen and/or expand the research team's programs;

3. Ensure research team members within the are aware of the team strategy (as well as country and global) and their contribution and role within it.

#### RESEARCH PLANNING:

- Ensure that all research is planned in line with relevant project and program objectives and with the Country strategy
- Ensure that all research complies with IMPACT's HQ Research Department and other relevant guidelines;
- Ensure that required secondary data analysis has been conducted in preparation of an assessment;
- For each assessment, review ToRs before they are sent to Geneva for validation and ensure that TORs are validated by HQ before any data collection begins;
- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required;
- Keep track of progress and delays of all assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported to the CC and HQ research department in a timely manner
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

#### RESEARCH IMPLEMENTATION

- Ensure that data collectors are identified and trained for primary data collection;
- Monitor data collection, ensuring its correct implementation in line with agreed TORs;
- Ensure that Country Coordinator, and the HQ IMPACT research department and country programmes Director are alerted to any issues that prevents full implementation of the methodology in line with the agreed TORs; ensure that all changes to the methodology are documented throughout implementation;
- Ensure logistics, financial, administration, security and HR processes directly related to the Unit's work and ongoing assessment have been appropriately implemented and coordinated with the relevant ACTED departments.
- Ensure regular situation updates on data collection have been produced and circulated to relevant IMPACT, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process;
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Oversee analysis on collected data as per TORs;
- Ensure that meaningful techniques are used to analyze the data collected;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.
- Maintain regular communication with IMPACT HQ on progress and deadlines for written products;
- Ensure the drafting of timely and accurate assessment outputs (i.e. reports, factsheets, etc.), which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to the CC or IMPACT HQ for validation;
- Ensure that all written products are validated by IMPACT HQ before external release.

#### KNOWLEDGE SHARING AND LEARNING PROCESS

- Ensure the development and application of a M&E system/plan for each program, in line with IMPACT's M&E guidelines;

- Lead on internal and external program evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary;
- Ensure learning by the research team from relevant best practice internally and externally both nationally and globally and make learning available for other programs; organize a program review workshop and document lessons learnt at the end of each program.
- Share and consolidate knowledge with country SMT and (as relevant) with Global Units and Communities of Practice
- Deliver and participates in inter-agency, multi-stakeholders knowledge sharing / lessons learned exercise.

## PROJECT CYCLE MANAGEMENT

### 1 Project and Grants Management:

- Management of relevant all Project / Grant cycles (in coordination with CC)
- Follow up on internal project cycle management processes (Kick-off/end meetings, Project Factsheets, etc), as well as external reporting requirements to donors
- Monitor output achievement, cash burn rates and ensure a time completion of projects through review of BFUs, Project factsheet, and project reports;
- Ensure that contractual obligations are met in terms of deliverables as well as narrative and financial reporting requirements, in close coordination with CC, and (as relevant) with ACTED PD and finance departments;
- Ensure contractual monitoring and evaluation indicators are identified and tracked in a timely manner;
- Provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points;
- Ensure adequate contribution to project and proposal follow up tools through the timely submission of monthly updated Reporting Follow Up (RFU) tool.

### 2 Finance Management

- Anticipate financial risks and gaps in funding;
- Control project budget to avoid under/over spending, in link with CC and (as relevant) IMPACT and ACTED finance;
- Ensure accurate and timely financial reporting, in link with CC and (as relevant) IMPACT and ACTED finance;
- Ensure accurate budget expenditure tracking and forecasting, in link with CC and (as relevant) with IMPACT and ACTED finance;

### 3 Asset and IT Management

- Ensure proper asset management;
- Ensure proper IT systems, data back-up and protection from malware;
- Ensure sufficient and reliable means of communication;
- Regularly link with and report to IMPACT HQ hub and (as relevant) ACTED logistics and IT departments;
- Ensure use of country server for secure storage and sharing of internal documentation.

## TEAM MANAGEMENT AND LEADERSHIP

### 1 Leadership

- Provide leadership within their unit as well as within the country Senior Management Team
- Transmit IMPACT's values and vision, and their declination within his/her research team.

### 2 Staff Management

- Ensure that staff within his/her research team understand and are able to perform their roles and responsibilities;

- Ensure that all staff within the research team have clear and regularly updated TORs, workplans and Key performance Indicators against which their performance will be appraised;
- Promote team building, productivity and staff welfare;
- Mentor and support the research team to build capacities, and improve efficiency and performance;
- Management of interpersonal conflicts within research team;
- Ensure regular update with CC/CR about staff potential, career management, training opportunities, contractual issues, difficulties faced with or expressed by field-based staff;
- Ensure communication and linkage with CC/CR and (when relevant) HQ HR is made immediately in case of HR problem by research team member;
- Ensure all staff in research team receive an appropriate introduction and training upon arrival/hiring;
- Ensure that all staff in the research team receive regular training on IMPACT's code of conduct and policies.

### 3 Administration and HR management

- In support of the CC, contribute to transparent and timely identification and recruitment staff working in the research team;
- In coordination with CC/CR and (for national staff, when relevant) ACTED country HR, proactively adapt the staffing structure for the research team to needs and funding;
- Develop and update country research team organogram and staff recruitment plan, in line with the needs of unit strategy and existing budgetary and programme requirements;
- Ensure regular performance appraisal and career management of all staff in research team;
- Ensure timely and accurate HR reporting;
- Ensure timely attendance sheets, leave plans, as well as exit forms for departing staff.

## INTERNAL COORDINATION AND COMMUNICATION

### 1. Internal communication

- Facilitate internal communication within the research team and information sharing for a positive working environment;
- Ensure implementation of regular unit team meetings;
- Ensure regular reporting to CC/CR;
- Ensure that any risk to IMPACT programming, projects or staff is as soon as possible communicated to and understood by CC/CR and (when relevant) IMPACT director of country programmes and relevant HQ head of departments.

### 2. Coordination with ACTED – valid in all countries where IMPACT teams are hosted by ACTED

- Ensure regular coordination with ACTED's Project Development, Finance and other FLAT departments at all stages of development and implementation of the Unit's projects, including participation in project kick off and lessons learnt meetings, support to drafting of monthly internal updates (BFU, RFUs, allocation tables, etc), and support to drafting of donor reports or amendment requests;
- Ensure compliance of all IMPACT unit staff to ACTED FLAT and security procedures;
- Ensure that all research team staff are aware and fully abide by ACTED's regulations in terms of administration, logistics and security;
- Regularly links with ACTED administration and finance to plan movement, travel and in relation to the Unit's staff;
- Immediately inform and coordinates with CC/CR and ACTED CD should any IMPACT staff, as well as staff working under IMPACT supervision, not respect ACTED regulations, especially in terms of security.

## INFLUENCING - EXTERNAL ENGAGEMENT

- Research-related external engagement, product dissemination and evaluation
- In coordination with the Country Coordinator, ensure that relevant partners are consulted and involved at all stages of research cycle: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt; ensure that partner engagement is documented;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate for each Research Cycle;
- Under the direction of the Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Under supervision of IMPACT HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

### - Strategic External Engagement

- Senior external engagement and output dissemination with key stakeholders, as well as coordination of external engagement by all research team staff
- Under the guidance of the CC/CR, leads the development of content and information for country level advocacy
- Development strategic partnerships with key humanitarian stakeholders and decision makers
- Communications and consultation with CC and other SMT members, including sharing relevant information and ensuring efficient and productive links with SMT
- Ensure coordinated and positive interactions between the research team and ACTED staff

### - Project Development:

- Support the IMPACT Country Coordinator in external engagement in relation to IMPACT strategy or (when requested and with focal point) to fundraising and grants management.
- Develop proposals, concept notes, and budget in close coordination with the IMPACT Country Coordinator, in line with the Country Strategy.

## REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar)
- At least 3 years of relevant working experience or proven progression within IMPACT.
- Previous experience in a management role in a INGO at field level. Proven track record in successful management of international and national teams in humanitarian contexts
- Familiarity with the aid system, and the research community;
- Excellent communication and drafting skills for effective reporting, including proven experience in contributing to high level presentations/briefings.
- Excellent research and analytical skills an asset. Experience in assessments, M&E, field research, evaluations an asset.

- Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Familiarity with R, SPSS and/or STATA or other statistical analysis software an asset
- Ability to multitask with tight deadlines, on numerous research cycles in complex environment;
- Solution orientated, flexible, and open minded including ability to operate in a cross-cultural environment required;
- Prior experience in Myanmar or the South-east Asia region is desirable;
- Fluency in English required, competency in Burmese or other Myanmar languages an asset;

## 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