

Terms of Reference

ASSESSMENT OFFICER – PANDA INITIATIVE

(Ref: 22|HQ|AO02)

BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including REACH, AGORA and PANDA. PANDA (Project Appraisals and Assessment) is IMPACT's Initiative to directly support large aid actors (notably donors and UN agencies) to improve their programs through assessments, monitoring, evaluation and information management. Headquartered in Geneva, IMPACT has an established field presence in over 25 countries. The IMPACT team is comprised of specialists in data collection, management and analysis and GIS.

We are currently looking for an Assessment Officer to support IMPACT's PANDA programs across our countries

Department: PANDA (Project Appraisals and Assessment)

Position: Assessment Officer

Duration: 12 months

Location: Geneva, Switzerland (with travel 50%)

Starting Date: ASAP

POSITION PROFILE

Under the supervision of IMPACT's Deputy Executive Director, the **PANDA Assessment Officer** is providing dedicated program support to IMPACT's PANDA programmes, both in countries of implementation and at the global level. IMPACT has to date implemented more than 45 PANDA programmes in 9 countries across MENA and Sub-Saharan Africa for 18 donors.

As parts of IMPACT's PANDA team, the Assessment Officer will support teams working on PANDA projects globally and across IMPACT countries of operations . The PANDA portfolio includes:

- Baseline, midterm and endline assessments
- Post-distribution Monitoring
- Long-term Third-party Monitoring
- Institutional Capacity Building

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The position is based in Geneva with frequent travel to remote field locations across all countries of IMPACT's operation.

FUNCTIONS

- 1. Provision of technical support and surge capacity to country operations.** With a particular focus on priority countries, including new or relatively recently established missions, the **PANDA Assessment Officer** provides dedicated input to specific countries / projects through surge and/or dedicated distance support, including the following:
 - Support to of program development;
 - Support to country and global programs;
 - Coordination of with IMPACT's other departments
 - Ad hoc surge support including country deployment up to 50% - this support may be provided remotely and/or through a field deployment, depending on the extent of support required and the specific needs of the country team

2. **Technical guidance and Capitalization on lessons learned:** Through ongoing review of all active partner support programmes, gather best practices, lessons learned, etc...:
 - Developing standard tools, indicator banks, methodologies, training material and normative guidance to enhance the quality and consistency of direct partner support programme
 - Integrate findings into existing programme strategy, and ensure dissemination and implementation (where relevant) across all active programmes
 - Development and dissemination of guidance and best practices;
3. **Support the definition of a programme strategy:** Support the identification and implementation of IMPACT's partner support programmes at global and field level, including:
 - Support and validate the development of country level program strategies;
 - Regular interaction with country focal points and teams to review the progress of programs implemented at country level;
 - Link with other HQ departments to ensure required support and control is provided to ensure effective, efficient and relevant programming
 - Support to global project fundraising
4. **Any other program-related tasks as instructed by the Deputy Executive Director.**

REQUIREMENTS

- ❖ Master's degree in relevant discipline (International Relations, Political Science, Social Research, Economics, Anthropology, Monitoring and Evaluation, or similar).
- ❖ At least 3 years of relevant work experience in humanitarian and/ or development settings including research, evaluation, assessment or programmes
- ❖ At least 2 years leading organization-level humanitarian research activities at the country level
- ❖ Demonstrated experience designing and implementing third-party monitoring activities
- ❖ Demonstrated experience driving organizational change and defining organizational-level objectives
- ❖ Relevant work experience in regions where IMPACT has ongoing operations (Sub-Saharan Africa, MENA, South East Asia, South America and Europe)
- ❖ Demonstrated fund-raising experience and strong knowledges of donor objectives and priorities
- ❖ Strong knowledge of the international humanitarian architecture
- ❖ Ability to manage multiple, diverse research cycles in multiple contexts across multiple countries simultaneously with limited oversight
- ❖ Excellent analytical skills
- ❖ Excellent communication and drafting skills for effective reporting