

Job Description

MULTI-SECTORAL NEEDS ASSESSMENT OFFICER– SLOVAKIA

(Reference: 22|SVK|A001)

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 Multi-Sectoral Needs Assessment Officer to support our team in Slovakia.

Title: MSNA Officer
Contract duration: 6 months
Location: Bratislava, Slovakia
Starting Date: ASAP

COUNTRY PROFILE

Following the escalation of the conflict in Ukraine on February 24th, 2022, military hostilities have caused widespread damage to infrastructure and houses, hundreds of civilian deaths, disrupted markets and essential services, and precipitated massive displacement within Ukraine and into neighbouring countries. IMPACT is working across the region to provide humanitarian actors with rigorous data and in-depth analysis to ensure aid interventions are timely, appropriate, and relevant. As part of this, IMPACT is supporting coordination structures in Slovakia on the Refugee Response, through Information Management, Border Monitoring, Area Based Assessments and a Multi-Sectoral Needs Assessment.

FUNCTIONS

In Slovakia, REACH is working closely with UNHCR to implement a multi-sector needs assessment (MSNA) to support the Refugee Response Plan. IMPACT is seeking a candidate with recent experience implementing

quantitative research to lead this process. Under the supervision of the REACH Slovakia Research Manager, the AO will be responsible for implementing the MSNA in Slovakia, including its preparation, implementation, analysis, presentation and follow-up. The AO will also be responsible for contributing to and organizing related logistics, partner coordination, reporting and finance requirements related to the MSNA in Slovakia. The position is based in Bratislava, with travel to other locations expected.

RESPONSIBILITIES

The AO is responsible for.

1) RESEARCH PLANNING:

- Ensure that the MSNA is planned in line with the country strategy, relevant research and project objectives and with IMPACT's research cycle and other relevant guidelines;
- Compose and construct, in close coordination with GIS and data teams, qualitative and quantitative data collection tools using Kobo Collect and Open Data Kit (ODK);
- Prepare MSNA ToRs and ensure their validation by HQ before any data collection begins.

2) RESEARCH IMPLEMENTATION

- In close liaison with field and database officers, ensure that enumerators are identified and trained for primary data collection;
- In close liaison with field officers and database officers, monitor MSNA data collection, ensuring its correct implementation in line with agreed ToRs;
- Ensure regular situation updates on data collection are produced and circulated to line manager, relevant colleagues and external counterparts. Provide support and follow up on identified challenges during the data collection process;
- Ensure that the line manager and IMPACT HQ research department are alerted to any issues that prevent full implementation of the methodology agreed in the approved TORs;
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines and with the ToRs;
- In close liaison with the database officer ensure that data is revised and cleaned, and that all revisions are recorded;
- Ensure that all data and analysis are validated by IMPACT HQ before the product drafting stage.

3) DRAFTING OF RESEARCH PRODUCTS

- Draft timely and accurate outputs that consolidate the analyses from the MSNA into relevant products such as factsheets, reports, briefs, presentations, which comply with IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes impact in line with their intended use including data visualization methods;
- Follow the designated timeline of reports to be submitted to project partners and donors. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Maintain regular communication with Country Management and IMPACT HQ on progress and deadlines for written products; Ensure that all written products are validated by IMPACT HQ before external release.

4) EXTERNAL ENGAGEMENT

- Ensure that all relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- After validation by the line manager, represent IMPACT in relevant meetings/ working groups;
- Follow up on relevant issues identified by partners or during meetings / working groups;
- After validation by line manager, present research findings to relevant third parties in order to enhance their use and impact.

5) KNOWLEDGE SHARING AND LEARNING PROCESSES

- Generate and document robust lessons learned at the end of each research cycle;
- Ensure knowledge and learning processes are shared with other team members, and units within mission, and with HQ.

6) INTERNAL COORDINATION

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues;
- Engage in the development and implementation of IMPACT's strategy in Iraq.

DATA CONFIDENTIALITY AND PROTECTION

The Assessment Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. S/he 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

- ❖ **Academic** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar);
- ❖ **Familiarity aid system** Familiarity with the aid system an asset;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting, including proven experience in contributing to analytical reports;
- ❖ **Years of work experience** 2 years of relevant working experience;
- ❖ **Research skills:** Excellent research and quantitative analytical skills. Experience in assessments, M&E, field research, or evaluations;
- ❖ **Software skills:** 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;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles in complex environment;
- ❖ **Level of independence** A self-starter with a proven ability to work independently;

- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Experience in geographical region** Past experience in Ukraine or the region an asset;
- ❖ **Language skills** Fluency in English is required, competency in Ukrainian, Russian, or Slovak is an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.

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