

Terms of Reference

REACH SENIOR ASSESSMENT OFFICER FOR SYRIA (CAMPS & DISPLACEMENT)

Reference: 22|SYR|SA002

BACKGROUND ON IMPACT AND REACH

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, GIS and remote-sensing. 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, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

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 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, supporting and working within the framework of the humanitarian reform process. 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.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff are committed to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

We are currently looking for a Senior Assessment Officer to work on our Camps and Displacement programming in Syria.

Department: REACH

Position: Senior Assessment Officer

Duration: 12 months

Starting Date: ASAP

Location: Amman, Jordan

COUNTRY PROFILE

Into its eleventh year of conflict, conditions in Syria remain highly volatile and marked by intense violence and limited humanitarian access. The scale, complexity, and severity of humanitarian needs in Syria demonstrates the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remain paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. However, informing operational and strategic planning remains highly challenging, as accessibility and security issues impede systematic data collection. A lack of predictable and consistent data undermines the ability of humanitarian actors to review their approach in light of the dynamic context. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has over the years grown significantly both in size and in influence as an actor in the Syria response. REACH works in opposition-controlled parts of Syria and coordinates closely with OCHA, nearly all clusters, key working groups (IM and technical) within the Syria coordination system, and various NGO fora in order to identify, address, and raise awareness of key information gaps, as well as to uphold the quality of data used to inform the response.

REACH Syria implements assessments within four key streams:

- Monitoring of the humanitarian situation in Syria, through monthly assessments covering over 1,600 communities in Syria, market monitoring to track prices of goods as per the survival minimum expenditure basket (SMEB), and ad hoc rapid assessments in times of sudden escalations in conflict or natural disasters.
- Displacement tracking, through tracking the movement of IDPs and Returnees down to a 24-48 hour basis, as well as monitoring the humanitarian situation inside IDP camps and informal settlements.
- Area-Based Assessments to support humanitarian actors in the coordination to identify key response gaps by comparing humanitarian needs data with response data, in a set locality – often one that has recently become accessible and/or that is recovering for instance from besiegement.
- Technical support to clusters, for example in the form of coordination and implementation of sector and multisector assessments to inform the HNO, production of thematic assessments, presentations of findings, and capacity building.

For an example of REACH Syria information products, please see below:

- [Northwest Syria Market Monitoring Exercise - May 2021](#)
- [Market Network Analysis - March 2021: Northeast Syria](#)
- [Briefing Note: Humanitarian Situation Overview in Northeast Syria – June 2021](#)
- [Daily Emergency Needs Tracking weekly bulletin: 12 July -15 July 2021](#)
- [IDP Camps and Informal Sites Flood Susceptibility and Flood Hazard Assessment: December 2021](#)

THE PROJECT

REACH conducts a variety of research projects in northern Syria. Recently, REACH, in coordination with the NWS Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (SNFI) Clusters, has also taken steps to improve the utilization and application of REACH camp and site-level information products. To this end, REACH is building partnerships at Cluster and partner level to establish processes that will facilitate evidence-based prioritization and operational programming.

An example of the information products that REACH is working to operationalize is the series of [Flood Hazard Assessments](#) that REACH has completed for Northwest Syria, based on advanced modeling techniques. Starting in November 2021, REACH has coordinated with the SNFI Cluster and implementing partners to ensure that the information contained in these assessments utilized in site-wide planning processes. Supporting partners with these processes is expected to lead to a better understanding around the impact of the annual floods in NWS, and to allow CCCM and SNFI partners to better mitigate and adapt to hazards in flood-prone areas.

POSITION PROFILE

REACH Initiative Syria is currently seeking a professional with experience in research to lead components of its Camps, Displacement and Shelter programming in Northern Syria as a Senior Assessment Officer (SAO). In this role, the SAO will be responsible for leading the above-mentioned project, as well as collaborating on other related projects. The SAO will work closely with the SNFI Cluster, the CCCM cluster, and other relevant sectoral actors. Apart from managing the project, tasks will include indicator review and development, technical tool development, coordination of data collection, data analysis, output production, and presentation of key findings and messages as and when required by the assessment, unit, and partners

The SAO is responsible for acting as the external focal point with partners for all project activities, updating tools and SOPs when needed, closely managing data processes, and producing monthly reports to donors. The SAO will be responsible for overseeing all research streams within the project portfolio. This includes meeting contractual deliverables, including coordination of training with partners, and production of datasets, analysis, factsheets, situation overviews, and narrative reports. The SAO will also manage technical staff (Data and/or GIS Officers) who work on the project.

The ideal candidate will be eager to work in a dynamic organization with opportunities to build upon existing data analysis and external coordination skills. Past experience in the aforementioned areas is not essential, but highly desirable. Familiarity with the humanitarian and/or development sector, quantitative analysis skills, and effective communication skills are also desirable. Most importantly, we are looking for a creative self-starter, who can independently manage a year-long complex project, where plans must be constantly adjusted according to the realities on the ground.

RESPONSIBILITIES

Under the supervision of the Research Manager for the Camps & Displacement Unit, and in direct coordination with IMPACT HQ as well as the donors and partners involved in the research cycle, the REACH SAO's responsibilities include:

1. Project & Research Implementation and Management

- Oversight and implementation of all stages of the project/research cycle, including:
 - Project/Research design: indicator drafting and review, assessment methodology and sampling strategy review, data collection tool development
 - Planning and coordination of data collection activities, in close collaboration with the in-country operations teams
 - Oversight of data processing, including development of data cleaning and analysis plans, and conducting analysis, in close collaboration with the Data Officer
 - Output production and development, and presentation of findings in various formats
- Conducting lessons learned workshops and compiling best practices for future assessments
- Regular communication and collaboration with IMPACT HQ Data and Reporting Units to ensure implementation of global standards, guidelines, and best practices, for Camps & Displacement and of REACH and IMPACT more generally
- Ensuring that activities are planned and implemented in a structured and coherent manner, in line with project and program objectives, and ensuring that deadlines are met.
- Ensuring regular reporting on assessment progress and participating in internal coordination meetings.
- Developing research TORs and tools, ensuring these are validated and approved by management and external partners, and making sure these are also understood and used by assessment staff and stakeholders, and updated as required.
- Supporting the management and coordination of data collection and processing whilst providing quality control to ensure data is clean and of acceptable standard.
- Leading quantitative analyses with the support of the data unit, as well as providing technical input, guidance, and review of data analysis conducted by other team members.
- Conducting and overseeing the writing of timely and accurate assessment reports and other outputs, which comply with HQ guidelines and meet global REACH standards.

2. Team, Project, and Grants Management

- Managing junior and/or technical staff dedicated to the portfolio across assessment, data, and project/operations teams.
- Participating in general project management
- Supporting the Research Manager (RM) and Senior Management Team (SMT) with grants management, including donor reporting, proposal drafting, and project monitoring and evaluation

3. External Engagement

- Close coordination with all relevant external stakeholders within the humanitarian coordination structure, throughout the research cycle, and supporting the incorporation of findings into strategic planning, programmatic, and operational documents as relevant
- Functioning as focal point for the NWS SNFI Cluster and for the working groups operating under the SNFI Cluster
- Developing and maintaining strong relationships and regular coordination with project partners
- Providing technical and information management support to humanitarian stakeholders to inform strategic humanitarian planning documents.

4. Support to the Research Manager and SMT on Strategy Development and Implementation

- Under the guidance of the Country Coordinator and Unit RM, contribute to the development of the Camps & Displacement Unit's strategy, engagement and involvement with various technical and coordination forums, particularly as relates to Camps & Displacement programming;
- Support the RM to work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Syria and identify how the C&D team can fill these gaps.

The REACH Senior Assessment Officer will maintain the strictest confidentiality on all data collected and related processes. They will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners or collected during their assignment with IMPACT.

In their mission, the REACH SAO will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. They and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

REQUIREMENTS

- Strong coordination and organizational skills, including the ability to proactively solve problems;
- At least 2 years of relevant working experience;
- Excellent academic qualifications, including preferably a Master's degree in relevant discipline (international studies, development, humanitarian response, political science, engineering, architecture, etc.);
- Knowledge of the Syrian context;
- Knowledge of SNFI (shelter) and/or CCCM programming in humanitarian contexts;
- Excellent analytical skills;
- Good experience with quantitative and qualitative research and tool design, data collection, and data analysis;
- Excellent communication and drafting skills for reporting and external coordination;
- Demonstrated ability to write analytical research reports including critical analysis of data;
- Proven knowledge of the Microsoft Office Suite, to include excellent Excel skills;
- Written and spoken fluency in English;
- Ability to multitask with tight deadlines;
- Ability to work independently and manage people remotely;
- Ability to operate in a cross-cultural environment requiring flexibility.

DESIRABLE

- Demonstrated experience with SNFI programming within camp contexts;
- At least 3 years of relevant working experience in humanitarian or development settings, preferably in program management, monitoring and evaluation, or assessments;
- Experience managing staff in a small team, including remote management;
- Knowledge of Adobe InDesign software;
- Knowledge of statistical analysis software such as SPSS, STATA, and/or R;
- Experience with GIS and/or CAD software;
- Knowledge of Arabic and/or Kurdish.

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 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