

Terms of Reference

REACH RESEARCH MANAGER – EMERGENCY PRIORITIZATION UNIT IN SOUTH SUDAN

(Ref.: 22|SSD|RM02)

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 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 is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

We are currently looking for a REACH Research Manager to lead our Emergency Prioritization Unit in South Sudan.

Department: REACH South Sudan

Position: **REACH Research Manager**

Contract duration: 12 months

Starting Date: July 15th 2022

Location: Juba, South Sudan but with 25% of the time in field and deep field settings

COUNTRY PROFILE

IMPACT, through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectorial needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State. IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and touched a total of more than 20,000 households. Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs Assessments of conflict affected areas, providing mapping and monthly service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments.

The year 2018 saw the expansions of both IMPACT and REACH programming to 10 of 10 states, spanning the refugee, IDP and development responses, and covering diverse activities such as cross-border port monitoring, assessments of hard to reach areas, flood mapping and vulnerability analysis, market monitoring and supply chain analysis, analysis of tensions and conflicts over access to natural resources, and third party monitoring of humanitarian and development programming. In 2019, REACH expanded its role within the technical space, increasing involvement in Integrated Phase Classification (IPC), Needs Analysis Working Group, UN technical agencies, and academics. In response, REACH has also expanded into multiple new research cycle streams outside of its traditional Area of Knowledge approach – including sector specific, population movement, and AAP research.

As of 2022, REACH South Sudan broadly implements assessments across three core pillars:

- *Monitoring of the humanitarian situation in South Sudan through Real Time Monitoring*, through monthly assessments covering over 2,000 settlements in South Sudan; tracking and analyzing large-scale population movement trends including returns and seasonal movements through port and road monitoring; market monitoring including Joint Market Monitoring and WASH market monitoring.
- *Informing Emergency Prioritization in the response through providing direct technical support to humanitarian clusters* through active engagement with coordination bodies, dedicated assessments and information products, and strategic engagement to promote evidence-based understanding and identification of emergency and catastrophic needs in South Sudan; engagement of Emergency Rapid Response Mechanism rapid assessments and tracking of Areas of Concern.
- *Mainstreaming Accountability to Affected Populations and Conflict Sensitivity*, including through standalone assessments on community priorities relating to humanitarian needs and perceptions of assistance, contextual analysis of the impact of aid on community dynamics; as well as providing a critical AAP and CS lens to all REACH SSD research.

POSITION PROFILE

The Emergency Prioritization (EP) Unit Research Manager leads the second of these work streams, focusing on improving data availability and analysis in four core sectors (FSL, WASH, Health, and Nutrition), as well as monitoring the impact of climatic shocks and increasing humanitarian needs in general. The EP Research Manager leads the critical connection from the life-saving sectors workstreams to the Emergency Rapid Response Mechanism and Areas of Concern (AoC) tracking to analyze and identify locations that are facing - or likely to face – severe needs that may lead to catastrophic outcomes (such as drought or famine). The

Emergency Prioritization Unit regularly engages with both internal and external assessment teams, technical agencies, and key analysis forums to identify information gaps and provide technical support as needed.

FUNCTIONS

The Research Manager will be responsible for overseeing the development of the Emergency Prioritization Unit, under the supervision of the IMPACT Country Coordinator and IMPACT HQ in Geneva, with a technical support management line to the IMPACT Deputy Country Coordinator for Programs.

They will be responsible for the implementation and completion of the various work streams within the Emergency Prioritization unit, and linking outcomes to other REACH workstreams such as the Needs Analysis Working Group (NAWG), and Multi-Sector Needs Assessment (MSNA). They will work with the Assessment Specialists, Senior Assessment Officers (SAOs) and Assessment Officers (AOs) in the unit to develop new research cycles, reviewing data collection tools, methodologies, and any related outputs. They will engage with cluster partners, as well as with technical forums and workshops, including the Needs Analysis Working Group, IPC Technical Working Group and the Emergency Rapid Response Mechanism Consortium. Additionally, their role will include supporting the Operations Support Manager in terms of logistics, administration, HR, partner coordination, reporting, grants management, and finance and providing input to the strategic development of REACH in the country and region.

SUMMARY

The REACH Research Manager (RM) shall be responsible for:

- Under the guidance of the Country Coordinator, developing the Emergency Prioritization Unit's strategy, engagement and involvement with various technical forums.
- Overseeing the Emergency Prioritization Unit Research Cycles, including reviewing ToRs, methodology notes, products and dissemination strategies.
- Overseeing the development of sector-specific assessments, including assessment design, logistical planning, external engagement, and management of data collection and analysis.
- Overseeing the development of the Emergency Rapid Response Mechanism, including identifying areas for rapid assessment and close monitoring, through the AoC tracking framework, country-wide critical sectoral and/or geographical humanitarian needs, evolving FSL, Nutrition, WASH, Health and Protection concerns, conflict dynamics and population movement trends and their implication on humanitarian needs/response, blind-spots or areas with no recent quality information on needs
- Ensuring that unit workstreams feed into the Needs Analysis Working Group as relevant
- Providing sector-specific technical guidance for other research cycles within REACH South Sudan.
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives
- Ensure the writing of timely and accurate assessment reports and factsheets from collaborative assessments.
- External representation of REACH with donors, partners and the wider aid community through clusters and sectoral working groups in coordination with the Country Coordinator and Deputy Country Coordinators,;
- Working with key clusters and partner organizations to understand the various information gaps within South Sudan, and how the Emergency Prioritization Unit can fill these gaps.

- Engaging with the IPC Technical Working Group and overseeing REACH's participation in IPC workshops, including the usage of REACH data.
- Under the guidance of the Country Coordinator and the Deputy Country Coordinator - Programs, management of grants in the EP Unit, including initial discussions with donors, conceptualisation of new projects, drafting proposals, reporting, and M&E.
- Advocating for and overseeing the harmonisation of Emergency Prioritization Unit related indicators/assessments between common tools and other critical, nation-wide assessments (REACH AoK, IOM VAS, ICWG IRNA, FSNMS, SMART etc.).
- Coordinate timely and accurate reporting to IMPACT Headquarters.

OBJECTIVES

1. HR MANAGEMENT

- Direct management of international and national assessment team members, including recruitment, appraisals, and capacity building;
- Day-to-day management of EP team, including the development of work plans and performance indicators, and development and implementation of capacity training plans to improve efficiency and performance;
- Conduct regular check-ins with staff within the unit, and promote team building, productivity and staff welfare as the main pastoral focal point for EP staff;
- Be available to provide regular support and technical backstopping;
- Take on additional work streams and management responsibilities as well as advise in strategic mission decision-making as a member of the Senior Management Team (SMT) as required, in coordination with the other research managers.

2. MANAGEMENT OF RESEARCH CYCLES

2.1 Assessment preparation and planning

- Ensure that all assessments are planned in-line with relevant project and programme objectives and with REACH research cycle and other relevant guidelines;
- Ensure that all staff directly line managed are comprehensively briefed on objectives and expected outputs of research cycles, and that the overall implementation strategy of any given activity is clearly understood;
- Ensure that required secondary data analysis has been conducted in preparation for an assessment;
- For each research cycle, review ToRs before they are sent to Geneva for validation and ensure that TORs are validated by HQ before data collection begins;
- Compose and construct, in close coordination with GIS and data management officers, qualitative and quantitative data collection tools
- Ensure relevant stakeholders and partners are engaged in assessment design and planning, data collection, and management.

2.2 Data collection

- Ensure that enumerators are identified and trained for primary data collection during assessments;
- Monitor data collection, ensuring correct implementation in line with agreed ToRs;

- Keep track of progress and delays of all assigned assessments throughout the research cycle;
- Ensure regular situation updates on data collection have been produced and circulated to relevant REACH, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process;
- Work closely with the Operations Support Manager to ensure logistics, financial, administration, security and HR processes directly related to REACH are appropriately implemented, alongside the relevant ACTED departments;
- In coordination with the ACTED security department, monitor the security situation on the ground and conduct regular check-ins with staff in the field.

2.3 Product drafting

- 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 HSM and rapid assessment products before they are sent to IMPACT HQ for validation and ensure that all written products are validated by IMPACT HQ before external release.

2.4 Product dissemination and evaluation

- 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;
- Under the direction of the Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, coordination body presentations, and bilateral meetings, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Support the Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

3. STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Lead on identifying information gaps in line with humanitarian priorities, and identify advocacy and dissemination strategies to strengthen the impact of our work;
- Lead on formalising synergies with other assessment and knowledge management actors, as well as strategic partnerships with key humanitarian stakeholders and decision makers;
- As a member of the Senior Management Team (SMT), contribute to the development and implementation of the REACH South Sudan country strategy;
- Review dissemination strategies to strengthen the impact of HSM projects.

4. EXTERNAL ENGAGEMENT

- Represent REACH/IMPACT in relevant cluster and multi-sector meetings/technical working groups (including the Needs Analysis Working Group as required) in country, and follow up on technical issues identified in cluster meetings to support evidence-based decision making, and to ensure that REACH data is used accurately and effectively. This includes participation in the

Integrated Food Security Phase Classification (IPC) Technical Working Group and leading REACH's engagement at the biannual IPC workshop.

- In coordination with the Country Coordinator and Deputy Country Coordinator - Programs, present research findings to relevant partners, to enhance their use and impact;
- In coordination with the Country Coordinator and Deputy Country Coordinator - Programs, 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 external communications with partners and key stakeholders, including UN agencies, local and national government, and NGOs has been conducted and documented as appropriate
- Support the IMPACT Country Coordinator in external engagement on REACH/IMPACT strategy or (when requested and with focal point) for fundraising and grants management.

5. ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The RM is responsible for ensuring that all interactions with South Sudanese communities are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

6. CONFIDENTIALITY AND DATA PROTECTION

The Research Manager will maintain the strictest confidentiality on all data collected and related processes. He/she 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

- A good sense of humour about bugs and bucket showers required;
- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 3-5 years' experience working in humanitarian settings required;
- Previous experience managing large and complex teams in a humanitarian setting required, ideally with experience in a senior management role in an INGO team;
- Experience demonstrating leadership, with a solutions-oriented outlook
- Excellent management, coordination, organisational and planning skills required, including an ability to manage large workloads, oversee multiple teams and effectively meet deadlines, through multi-tasking and prioritisation;
- At least 12 months' experience leading assessments in one of the sectors covered by the Sector Unit (FSL, Nutrition, WASH, Health, Cash, Climate) required; FSL experience highly desired;
- Ability to implement multi-sectoral assessments, both qualitative and quantitative required;
- Excellent analytical skills required;
- Excellent communication and drafting skills for effective reporting required;
- Excellent team management skills required;
- Ability to operate in a cross-cultural environment requiring flexibility required;
- Experience with external engagement (donors, partners and other key stakeholders) required;

- Familiarity with the aid system required;
- Understanding of donor and governmental requirements an asset;
- Familiarity with early warning systems an asset;
- Familiarity with the IPC – level 1 certification an asset;
- Strong skills in Microsoft Excel required;
- Experience with R, SPSS an asset;
- Ability to operate GIS an asset;
- Fluency in English required;
- Solution-oriented, flexible, and open-minded, including ability to operate in a cross-cultural environment required;
- High level of autonomy and willingness to spend time in deep field locations away from IMPACT/ACTED support;
- Ability to work independently.
- Prior knowledge of the South Sudan context or the region an asset;
- Experience working and living in challenging environments, especially South Sudan, for extended periods of time an asset;
- Willingness to relocate to South Sudan.

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