

Job Description

ASSESSMENT OFFICER CASH & MARKETS – IRAQ

(Reference: 22/IRQ/AO01)

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 Cash & Markets Assessment Officer to support our team in Iraq.

Title: Assessment Officer – Cash & Markets

Contract duration: 12 months

Location: Erbil, Iraq (with travel to other bases)

Starting Date: 1 September 2022

COUNTRY PROFILE

Following years of displacement and conflict, the Iraq context is increasingly transitioning to a post-conflict development phase. While reconstruction and development initiatives are underway – with significant international support – populations in Iraq continue to face problems stemming from widespread infrastructural damage, reduced access to public services, and economic decline. Humanitarian needs also remain; in 2020, it was estimated that at least 4.1 million IDPs and returnees in Iraq were in need of humanitarian assistance, with ongoing climatic shocks continuing to intensify humanitarian needs. In addition, 1.2 million IDPs and 4.8 million returnees face hurdles to durable solutions to their displacement, including security concerns, lack of access to livelihoods, destroyed or damaged housing, and lack of social cohesion.

To support humanitarian decision-making and evidence-based prioritization, since 2012 REACH has been working in coordination with humanitarian clusters as well as with other national and regional coordination mechanisms to address information gaps and implement assessments. More recently, as the context continues to shift, REACH has been supporting development actors to improve the effectiveness, efficiency, and efficacy of humanitarian and development interventions, and encourage an equitable and needs-based

transition to stabilization and development initiatives. Overall, REACH Iraq has led country-wide multi-sectoral assessments, informed cash programming across Iraq through monthly market monitoring exercises, extended technical support to CCCM and WASH partners, encouraged evidence-based approaches to durable solutions, and conducted thematic assessments and rapid needs assessments in response to contextual changes. More information [can be found here](#).

FUNCTIONS

Under the line management of the ISU Research Manager in Iraq, the Cash & Markets Assessment Officer (AO) is responsible for the implementation of IMPACT's research cycles in Iraq, including the preparation, data collection, analysis, drafting, dissemination and evaluation stages. S/he is also responsible for the management, implementation and follow-up of REACH Iraq's cash & markets portfolio. Furthermore, under the management of the Cash Working Group (CWG) Iraq Co-Coordinator, the Cash & Markets AO will carry out a 2 day per week secondment to provide dedicated information management and analytical support to the CWG.

The Joint Price Monitoring Initiative (JPMI) is a monthly data collection exercise launched by the Iraq Cash Working Group (CWG) in November 2016. The initiative aims to inform cash-based interventions in Iraq by providing indicative information on key commodities sold in local marketplaces. The initiative is guided by the CWG, led by REACH and supported by CWG partners. The Assessment Officer will be responsible for the implementation and expansion of the Iraq JPMI. S/he will liaise with relevant stakeholders, including the CWG and other key partners and will be responsible for the management and continued roll out of the initiative. The AO will also be responsible for oversight of the Joint Rapid Assessment of Markets (JRAM) methodology, ensuring it is kept up to date and providing trainings for partners upon request.

Beyond the existing research cycles, the Cash & Markets AO will be responsible for **driving the strategy of the cash and markets portfolio**, particularly as the context in Iraq continues to evolve into a humanitarian-development nexus. With the support of both the ISU Research Manager and a variety of thematic experts from across the mission, s/he will be expected to proactively identify gaps in knowledge related to needs, design new approaches to tackle these information gaps, and engage with a range of external organisations. The ideal candidate will be eager to work in a dynamic and fast-paced organisation, with opportunities to help build the country mission's Cash & Markets portfolio, and to oversee assessments to inform the growing cash-based response in a transitional context, which straddles the humanitarian and development worlds.

RESPONSIBILITIES

The Cash & Markets Assessment Officer is responsible for overseeing the planning, implementation and follow up of research cycles to which s/he is assigned, in close coordination with other team members and with relevant external partners. In doing so, the Cash & Markets AO will ensure effective management of related projects and resources, including (when relevant) line-management of national and international assessment staff. Additionally, the C&M AO will provide dedicated information management support to the CWG and report directly to the CWG Co-Coordinator for the fulfilment of tasks related to this secondment.

More specifically the Cash & Markets AO is responsible for the following:

1) RESEARCH PLANNING:

- Ensure that all research cycles are planned in line with the country strategy, relevant research and project objectives and with IMPACT's research cycle and other relevant guidelines;
- Design new research approaches and methodologies or update existing ones according to IMPACT's requirements and principles as well as partners' information needs;

- 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);
- For each research cycle, prepare or update Terms of Reference (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 required enumerators are identified and trained for primary data collection;
- In close liaison with field officers and database officers, monitor data collection, ensuring its correct implementation in line with agreed ToRs;
- Liaise with CWG partners to coordinate JPMI data collection on a monthly-basis;
- 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 and CWG partners, ensure that data is revised and cleaned, and that all revisions are recorded;
- Provide data analysis on primary and/or secondary data as per ToRs, ensuring that meaningful techniques are used to analyse the data collected;
- 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 each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc. which comply with IMPACT's guidelines and quality standards;
- Ensure that JPMI data is uploaded quickly and correctly on the dashboard and disseminated effectively to CWG partners;
- 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;

- Provide analysis/ updates on JPMI-related findings in the monthly CWG meetings;
- Follow up on relevant issues identified by partners or during meetings / working groups;
- Engage with external partners to identify areas where JPMI datasets and findings can be actively used and expand coverage in new locations;
- 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) PROVIDE INFORMATION MANAGEMENT SUPPORT TO THE CASH WORKING GROUP

- Work with CWG partners to increase the use of the JRAM methodology, by continuing to ensure it meets partner information needs and providing trainings and ad hoc support;
- Identify new data sources and, if necessary, develop new assessments for monitoring the prices of survival minimum expenditure basket (SMEB) components which are not included in the current JPMI (such as rent, utilities, transportation and communication);
- Work with the clusters to support the completion of a referral system to identify households assessed as part of the harmonised Integrated Socio-Economic Assessment tool and could be eligible for additional cluster-specific assistance and services;
- Support data analysis for specific topics to inform cash and voucher assistance (CVA), such as Gender, Accountability to Affected Population or specific sectoral CVA needs;
- Support the CWG Co-Coordinator in a 2023 revision of the Iraq SMEB, including compiling and analysing relevant price data;
- Support on information needs and monitoring for the HRP process, including conducting gap analyses;
- Lead on quarterly analysis of Post-Distribution Monitoring (PDM) Taskforce data for standardized indicators related to PDM for CWG partners, including developing outputs and visualisation as relevant;
- Attend and participate in monthly Assessment and Information Management Working Group (AIM WG) meetings on behalf of the CWG;
- Provide additional general support to the CWG Co-Coordinator as requested.

7) PROJECT CYCLE MANAGEMENT

- Ensure compliance to project cycle management requirements and guidelines at all phases;
- Ensure that project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and HQ;
- Support the line manager, finance, and grants colleagues in drafting of relevant project narrative and financial reports;
- Other tasks as requested by supervisors.

8) TEAM MANAGEMENT AND CAPACITY BUILDING

- As relevant, line management of national and international assessment team members;
- For staff under his/her responsibility, and in close consultation with line manager, conduct appraisals, provide of regular feedback, and participate in career management;
- Prepare and follow-up on work plans with each staff member that directly reports to him/her;
- Conduct regular meetings with relevant national and international assessment staff members to assess progress in relevant research cycles and to review work plan;
- Ensure that project/field staff are given required training and resources to achieve their tasks in line with IMPACT and project requirements;
- Be available to provide regular support and technical backstopping; regularly debrief team members to receive feedback on the progress of an activity.

9) 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, preferably including a Master degree in relevant discipline;
- ❖ **Research skills** Proficiency and proven experience with research methods. Excellent analytical skills in both qualitative and quantitative research methodologies;
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Skills in R, or other statistical analysis software, are an advantage; Experience with InDesign an asset.
- ❖ **Years of work experience** At least 2 years of relevant working experience. Experience in humanitarian settings required, experience in development settings desirable;
- ❖ **Experience in cash and markets sectors** Experience working in the cash and markets sectors an asset;
- ❖ **Management skills** Team management experience and skills highly desirable;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;
- ❖ **Level of independence** 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 the MENA region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Arabic 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