

## Job Description

### REGIONAL ASSESSMENT SPECIALIST – MULTI-SECTOR NEEDS ASSESSMENT

(Reference: 22|SEN|AS02)

#### 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 West and Central Africa Regional Assessment Specialist with experience, knowledge, and technical expertise in humanitarian research and needs assessments.**

**Title:** Regional Assessment Specialist  
**Location:** Dakar, Senegal with regional travel  
**Contract duration:** 12 months  
**Start date:** ASAP

#### REGION PROFILE

IMPACT, through its initiative REACH, has led a number of multi-sectoral assessments and humanitarian research programs in recent years in West and Central Africa and the Sahel, namely through country missions in Burkina Faso, Central African Republic, Niger, Nigeria, and Mali. These activities have included crisis-level Multi-Sector Needs Assessments (MSNAs), Humanitarian Situation Monitoring, and information management support to Emergency/Rapid Response Mechanisms.

UN OCHA's Regional Office for West and Central Africa (ROWCA), based in Dakar and covering 24 countries, aims to strengthen humanitarian coordination and response preparedness in the region. As violent conflict, food insecurity, and malnutrition affect the lives of millions of vulnerable people, these risks are further

compounded by environmental threats such as natural disasters and climate change. Moreover, conflict and insecurity in the Central Sahel is increasingly spilling over into neighbouring countries which are already facing political and socio-economic challenges.

## POSITION PROFILE

REACH is seeking an Assessment Specialist (AS) based in Dakar to provide dedicated technical support for scoping, designing, and launching Multi Sector Needs Assessments (MSNA) within OCHA ROWCA's regional Area of Responsibility. The AS will support with conducting secondary data reviews, developing research terms of reference (TORs), indicator and questionnaire design, and participating in joint analysis processes. Regional travel is anticipated, in particular in response to sudden onset crises, where a rapid assessment team may be deployed.

The AS will work closely with OCHA ROWCA as well as IMPACT's global research and programmes teams based in Geneva HQ. Past experience conducting humanitarian research, especially humanitarian needs assessments, is essential. Fluency in French and English is required, along with quantitative analysis skills, and effective coordination and communication skills.

## FUNCTIONS

Under the supervision of the global Inter-Sector Unit Manager based in Geneva HQ, the REACH Regional Assessment Specialist will perform the following functions in support of OCHA ROWCA:

- 1) Conduct country-specific secondary data reviews and produce summary reports to synthesize key findings, information sources, and information gaps
- 2) Participate in OCHA-led joint inter-sectoral analysis processes and provide ad hoc technical advice regarding the implementation of inter-sectoral analysis frameworks and guidance
- 3) Provide technical support for the design and planning of MSNAs, including the development of research design TORs, sampling frameworks, household survey tools, data analysis plans, and data collection work plans
- 4) Provide technical support for the design and implementation of rapid MSNAs and production of rapid assessment information products in response to sudden onset crises or natural disasters, including potential rapid field deployments
- 5) Represent REACH in regional and country assessment coordination forums, technical working groups, and within wider humanitarian coordination bodies as required

In his/her mission, the Assessment Specialist will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations. In fulfilling the above functions, the AS will also maintain an active presence in OCHA ROWCA offices, the equivalent of 60% or three working days/week.

## RESPONSIBILITIES

The Assessment Specialist will be responsible for:

- Recommending countries for launching MSNAs, based on secondary data review and identification of critical information gaps
- Provide information to HQ information on regional trends and changes on the Regional Humanitarian situation
- Providing technical inputs into the design and implementation of assessments and ensuring the use of technically sound research design methods and robust analytical approaches

- Supporting structured and pragmatic assessment planning, in line with program and research objectives and other relevant technical guidelines
- Represent REACH/IMPACT on Sectorial Regional Working Groups and present on them REACH's analysis projects
- Disseminate regional information to REACH's national offices on the region/HQ
- Producing written information products such as SDR reports and rapid assessment information products
- External representation with partners
- Ad hoc regional travel
- Other tasks falling within his/her functions as requested by supervisors.

## CONFIDENTIALITY

The Assessment Specialist 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 or collected during his/her assignment.

## REQUIREMENTS

- Excellent academic qualifications, including a Masters degree in a relevant discipline such as research methods, social sciences research, humanitarian studies, international development, or similar;
- At least 3 years of relevant working experience in humanitarian settings;
- At least 2 years of experience conducting field-based primary research, humanitarian research, or humanitarian needs assessments;
- Regional expertise/experience in West or Central Africa, in particular knowledge of the Central Sahel crisis, desired;
- Familiarity and experience with the Humanitarian Programme Cycle and humanitarian coordination system;
- Familiarity and experience with research methods best practices, social science statistics, and quantitative data analysis;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Strong external engagement and verbal communications skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Fluency in French and English required;
- Advanced proficiency with Microsoft Office Suite, to include Word, Excel, and PowerPoint. Knowledge and experience in R or other statistical analysis software and Adobe InDesign a plus
- Ability to multitask with tight deadlines
- Ability to work independently
- 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

- 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.