

## Job Description

### ASSESSMENT SPECIALIST, GENDER & INCLUSION

(Reference: 22|HQ|AS07)

#### 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 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.

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.

**We are currently looking for a Specialist to lead the Gender & Inclusion portfolio in HQ.**

**Title:** Assessment Specialist – Gender & Inclusion  
**Location:** Geneva with travel (up to 25% field deployment)  
**Contract duration:** Open-ended  
**Start date:** October 2022

#### POSITION PROFILE

Under the direct supervision of the **Accountability & Inclusion Manager**, the Gender & Inclusion Assessment Specialist will be the focal point for the review of REACH research practices in terms of data collection on gender, disability, age and vulnerable minority groups and the development of a strategy to improve current practices and ensure a more inclusive understanding of vulnerability and needs. The role will initially be mainly focused on the development and mainstreaming of best practices within REACH's annual crisis wide Multi Sector Needs Assessments (MSNAs) but may lead to applying a similar approach to other research cycles. The Gender & Inclusion Mainstreaming Specialist will provide dedicated support to country teams and actively participate in relevant global forums.

## FUNCTIONS AND RESPONSIBILITIES

Under the direct supervision of the **Accountability & Inclusion Manager**, the Gender & Inclusion Mainstreaming Assessment Specialist will perform the following functions and responsibilities:

- Contribute to the development of the REACH Accountability & Inclusion Strategy through supporting ongoing efforts aimed at reviewing past and present research practices, methodologies and deliverables, identifying areas of improvement and outlining practical solutions ;

- Conduct a scoping exercise of past and ongoing research carried out by REACH in various country missions and at global level pertaining to gender, disability, age and / or vulnerable minority groups and develop research guidance aligned with global standards, with an initial focus on Multi Sector Needs Assessments.

- Review of the current Gender and Inclusion Indicator Menu based on learnings from 2017-2021 MSNAs & Develop internal documentation to be used alongside the Indicator Menu to highlight research best practices in terms of context-specific indicator selection, methodological approaches and analysis.
- Closely follow up with REACH MSNA field teams as part of the piloting of context-appropriate indicators and analysis with gender and inclusion experts & develop dedicated templates for producing gender and inclusion sensitive analysis, such as briefs or factsheets.
- Review REACH's global and country level training material for MSNA assessment teams pertaining to data collection on gender, disability and marginalized minority groups and compile / disseminate a training kit including basic training material, best training practices and relevant global guidance.

- Provide bilateral support to REACH country teams that are developing quantitative and qualitative modules with a focus on gender & inclusion, including initial brainstorming sessions, review of research Terms of Reference and tools, technical advice during data collection, and output review.

- Build capacity of REACH staff on Gender and Inclusion through the regular sharing of best research practices, including through facilitating intersectionality-focused discussions as part of the Accountability and Inclusion Community of Practice.

- Represent REACH in relevant global forums where technical best practices are discussed, for example the Disability Reference Group, or other global working groups that work on gender, age, or inclusion of minority groups in humanitarian response planning and identify fundraising opportunities or partnerships.

In collaboration with the Accountability & Inclusion Research Manager, complete the following **functions to support the running of the Accountability & Inclusion unit** as required/requested:

- Ad hoc direct support to country teams (both remote and up to 25% field deployment)
- Support in external engagement, identification of new partnerships and advocacy
- Support in internal unit processes and systems.
- Other support as is requested

## REQUIREMENTS

- Excellent academic qualifications, including Master's degree in a relevant discipline (e.g. development, humanitarian studies, gender studies, international relations, research methods, social sciences)
- At least 3 years of experience in the humanitarian sector, including field-based roles
- Experience with promoting and mainstreaming intersectional analysis in humanitarian programming
- Experience with designing and implementing quantitative and/or qualitative primary research
- Excellent communication and drafting skills for effective reporting
- Excellent interpersonal skills, include strong external engagement and coordination skills
- Familiarity with the humanitarian system and global humanitarian policy frameworks, in particular the Grand Bargain Participation Revolution, IASC Commitments on AAP, and related policies
- Ability to operate in a cross-cultural environment requiring flexibility
- A self-starter with proven ability to work independently
- Fluency in English required; proficiency in French or a second relevant language an asset
- Ability to operate Microsoft Word, Excel and Project Management Software
- Ability to operate Stata, R, SPSS, or related statistical programming an asset