

Job Description

RESEARCH MANAGER – INTER-SECTOR UNIT - IRAQ

(Reference: 22|IRQ|RM01)

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.

We are currently looking for a REACH Research Manager, Inter-Sector Unit to support our team in Iraq.

Title: Research Manager, Inter-Sector Unit
Supervisor: IMPACT Deputy Country Coordinator
Contract duration: 12 months (renewable)
Location: Erbil, Iraq (with travel to other bases)
Starting Date: ASAP

COUNTRY PROFILE

Following years of displacement and conflict, the Iraq context is increasingly transitioning to a post-conflict stabilisation and 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. To support humanitarian decision-making and evidence-based prioritization, since 2012 REACH has been coordinating with humanitarian clusters and other national and regional coordination mechanisms to address information gaps and implement assessments. More recently, as the context continues to shift, REACH has supported development actors to improve humanitarian and development interventions' effectiveness, efficiency, and efficacy, 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 supervision of the Country Coordinator and IMPACT's HQ in Geneva, the REACH Research Manager will be responsible for the management and implementation of assessments in the Inter-Sector Unit of the Iraq Mission, including preparation, technical guidance and follow-up. She/he is also responsible for related logistics, partner coordination, and reporting and finance requirements. Beyond the existing research cycles, the Research Manager will be responsible for driving the strategy of the Inter-Sector Unit, particularly as the context in Iraq continues to evolve into a humanitarian-development nexus. With the support of both the Deputy Country Coordinator 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 Inter-Sector Unit currently consists of seven staff members, implying substantial line-management responsibilities for the Research Manager.

During her/his mission, the Research Manager will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. She/he will therefore fully abide by ACTED's Security, HR, Administration and Logistics rules and regulations.

RESPONSIBILITIES

1. Management of all Research Cycles in the Inter-Sector Unit

1.1 Assessment Preparation and Planning:

- Ensuring that all assessments are planned in line with relevant project and programme objectives and with the REACH research cycle and other relevant guidelines;
- Ensure that required secondary data analysis has been conducted in preparation for an assessment;
- For each assessment, review ToRs before they are sent to HQ for validation and ensure that they are validated before any data collection begins;
- Ensure that ToRs are understood and used by assessment staff and stakeholders, and updated as required;
- Review the development of qualitative and quantitative data collection tools by assessment staff, and facilitate close coordination with GIS and data management team;
- Keep track of progress and delays of all assigned assessments throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally promptly;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.

1.2 Data Collection and Management:

- Ensure that required enumerators are identified and trained for primary data collection;
- Monitor data collection, ensuring its correct implementation in line with agreed ToRs, and ensure all changes to the methodology are documented through implementation;
- Ensure logistics, financial, administration, security and HR processes directly related to REACH have been appropriately implemented and in coordination with the relevant ACTED departments;

- 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;
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure that data is revised, cleaned and that all revisions are recorded, as well as data analysis adherence to quality standards and as per ToR;
- Ensure that data and its analysis are validated by IMPACT HQ before the product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing it with external parties.

1.3 Product Dissemination and Evaluation:

- Maintain regular communication with IMPACT HQ on progress and deadlines for written products;
- Ensure the drafting of timely and accurate assessment outputs (e.g. reports, factsheets), which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to IMPACT HQ for validation;
- Ensure that all written products are validated by IMPACT HQ before external release.
- Under the direction of the (Deputy) Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc., in line with IMPACT's Dissemination and External Communication Guidelines and Research ToRs;
- Under the 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;
- Support the Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

2. Management of Assessment and GIS staff in the Inter-Sector Unit

- Conduct regular meetings with all international and national assessment and GIS team members in the unit to assess progress in all research cycles and to review the work plan;
- Bilateral management of team members, including (in consultation with the Country Coordinator) the conduct of appraisals, as well as participation in staff career management;
- In coordination with the Country Coordinator, conduct induction for new staff members, including training in basic technical competencies for assessment design, implementation and analysis;
- Support the Country Coordinator in the development and implementation of capacity training plans for REACH assessment and field team members;
- Be available to provide regular support and technical backstopping; and,
- When relevant, support/lead recruitment processes in collaboration with the Country Coordinator.

3. External Relations

- In coordination with the Country Coordinator, ensure that relevant partners are consulted and involved at all stages of research cycles;
- In coordination with the Country Coordinator, present research findings to relevant third parties, to enhance their use and impact;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs have been conducted and documented as appropriate;
- In coordination with the Country Coordinator, represent REACH/IMPACT in technical external engagements related to assessments;
- Support the IMPACT Country Coordinator in external engagement about REACH/IMPACT strategy or (when requested and with focal point) to fundraise and grants management; and,
- Co-Chair the Assessment and Information Management Working Group, including strategic development there-off post-transition.

4. Strategy Development and Implementation

In support of the Country Coordinator, the Research Manager will actively contribute to the development of the REACH strategy in Iraq. In particular, she/he will support in identifying and driving forward:

- The development of project proposals;
- The need for assessments, in line with humanitarian priorities and aligned with durable solutions;
- Synergies with other assessment and knowledge management actors;
- Strategic partnerships with key humanitarian and development stakeholders and decision makers;
- Key events/milestones and coordination architectures that should be informed;
- Advocacy and dissemination strategies to strengthen the impact of REACH's work;
- Support in the preparation and follow-up of country-level internal strategic workshops and plans; and,
- Engagement with IMPACT HQ in global level strategic priorities.

5. Others

- Support the Country Coordinator in drafting relevant project narratives and financial reports;
- Maintain oversight of budget availability and expenditure for assessment activities for which she/he is responsible; and,
- Other tasks as required by supervisors.

CONFIDENTIALITY AND DATA PROTECTION

The Research Manager, Inter-Sector Unit will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorised sharing of information and data belonging to IMPACT and its partners, or collected during his/her assignment with REACH.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities REACH and partners work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that

communities are adequately consulted and informed about REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in a relevant discipline (Social sciences, development, economic, political science, etc.);
- At least 4 years of relevant work experience in humanitarian settings such as research, advocacy, evaluation, assessments and programmes;
- Field/humanitarian experiences needed, in monitoring and evaluation, NGOs, or other similar relevant sectors;
- Excellent analytical skills; experience drafting programmatic or policy recommendations an asset;
- Familiarity with humanitarian and development systems, and understanding of donor and governmental requirements;
- Technical knowledge of or experience in humanitarian contexts and the transition is highly desirable;
- Excellent communication and drafting skills;
- Excellent team management and inter-personal skills;
- Significant experience in stakeholder engagement, including participation in coordination mechanisms;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Experience in the Middle East and North Africa region is highly desired;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Advance skills in SPSS and/or R, STATA or other statistical analysis software an advantage;
- Ability to multitask with tight deadlines, on numerous research cycles; and,
- Ability to work independently and manage people and programmes remotely.

CONDITIONS

- Salary is 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; and,
- Provision of medical, life, and repatriation insurance + retirement package.