

RESEARCH MANAGER FOR THAILAND (BANGKOK-BASED)

(Reference: 23/BGD/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. 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 Research Manager to support our team in Bangladesh, based in Bangkok, Thailand.

Department: REACH
Position: Research Manager
Contract duration: 6 months (with potential to extend)
Location: Bangkok, Thailand (with travel to Cox's Bazar, Bangladesh)
Starting Date: March 2023

COUNTRY PROFILE

Since August 2017, an estimated 770,000 Rohingya people have arrived in Bangladesh. By December 2022, more than 920,000 refugees were living in the 33 camps in Cox's Bazar district. Hundreds of thousands remain dependent on humanitarian aid and the crisis has also affected Bangladeshi host communities, placing pressure on services as well as social cohesion.

The REACH Bangladesh team – split between Cox's Bazar and Bangkok – has been supporting the humanitarian response in Bangladesh since 2017, with various activities including the mapping and monitoring of infrastructure in support of camp coordination, climate and natural hazards projects, as well as sectoral (including WASH, shelter, education, child protection, age and disability) and multi-sectoral assessments.

In 2023, REACH is planning to implement a Multi-Sector Needs Assessment (MSNA) in the refugee camps in Cox's Bazar.

FUNCTIONS

Under the supervision of and in collaboration with the REACH Country Coordinator, the Research Manager oversees the implementation of all REACH Bangladesh country projects, initially focused on the MSNA. The role will involve oversight of the MSNA research cycle, line management of and project management support to staff in the research team, human resource management, external engagement, and contributions to strategy development through contextual understanding of the Bangladesh Crisis, response coordination structure, and identification of information management gaps within the humanitarian response.

As part of the country's Senior Management team, she/he contributes to the development and implementation of IMPACT's country strategy, and promotes organizational vision and core values across the mission. In his/her 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. S/he will therefore fully abide by ACTED's Security, HR, Administration and Logistics rules and regulations, and, in coordination with ACTED, will ensure IMPACT staff in his/her unit abide by them.

RESPONSIBILITIES

The Research Manager responsibilities include the following:

RESEARCH PLANNING & IMPLEMENTATION

- Ensure that all research is planned in line with relevant project and program objectives, including leading on drafting of project TORs alongside Assessment Officer;
- Ensure that all research complies with IMPACT's HQ Research Department and other relevant guidelines;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning, including leading MSNA assessment working group;
- Ensure logistics, financial, administration, security and HR processes directly related to the MSNA have been appropriately implemented and coordinated with the relevant ACTED department;
- Ensure that appropriate permissions for assessments have been secured alongside the field officer;
- Review all research inputs and outputs before they are sent to IMPACT HQ for validation.

KNOWLEDGE SHARING AND LEARNING PROCESS

- Ensure the development and application of an M&E system/plan for the MSNA, in line with IMPACT's M&E guidelines;
- Share and consolidate knowledge at the unit level, with country SMT and (as relevant) with global units and Communities of Practice.

PROJECT CYCLE MANAGEMENT

- Management of relevant all Project / Grant cycles, in coordination with CC;
- Control project budgets to avoid under/over-spending, in coordination with CC;
- Ensure accurate and timely financial reporting and budget expenditure, in coordination with CC;
- Ensure proper asset management.

TEAM MANAGEMENT AND LEADERSHIP

- Direct line management of Assessment Officer and national Field Officer;
- Provide leadership within their team as well as within the country Senior Management Team;
- Transmit IMPACT's values and vision, and their declination within his/her team;
- Ensure that staff within his/her team understand and are able to perform their roles and responsibilities;
- Mentor and support the team to build capacities, and improve efficiency and performance;
- In support of the CC, contribute to transparent and timely identification and recruitment staff working in the team.

STRATEGY DEVELOPMENT & IMPLEMENTATION

- Context analysis: In coordination with the CC, the RM ensures that the country team has an up to date understanding of:
 - The country's socio-economic situation, the impact of a crisis and the aid/humanitarian situation;
 - The aid/humanitarian planning, coordination and response mechanisms, as well as key stakeholders.
- Develop and oversee the implementation of a research strategy in alignment with country and global priorities; take a lead role in identifying strategic opportunities for strengthening IMPACT's work in the country; including:
 - Consolidate and strengthen ongoing programming and operations within the research team;
 - Ensure the research team's activities are relevant and have a measurable impact on the humanitarian response;
 - Identify new programs and approaches in which the research team can add value to the humanitarian response;

INTERNAL COORDINATION AND COMMUNICATION

- Facilitate internal communication within the team and information sharing for a positive working environment;
- Ensure implementation of regular unit team meetings;
- Ensure regular reporting to CC.

INFLUENCING - EXTERNAL ENGAGEMENT

- Leads on MSNA working group / task-team
- In coordination with the CC, ensure that relevant partners are consulted and involved at all stages of research;
- Alongside AO, lead on presentation of findings to external actors;
- Research-related external engagement, product dissemination and evaluation;
- Ensure that external engagement and output dissemination with partners and key stakeholders;
- Develop proposals, concept notes, and budget in close coordination with the CC, in line with the unit and country strategies.

REQUIREMENTS

❖ **Academic:** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar);

- ❖ **Management experience:** Previous experience in a management role in a INGO. Proven track record in successful management of international and national teams in humanitarian contexts;
- ❖ **Familiarity aid system:** Familiarity with the aid system, and the research community;
- ❖ **Communication/reporting skills:** Excellent communication and drafting skills for effective reporting, including proven experience in contributing to high-level presentations/briefings;
- ❖ **Years of work experience:** At least 3 years of relevant working experience or proven progression within IMPACT;
- ❖ **Research skills:** Excellent research and analytical skill. Experience in assessments, M&E, field research, evaluations an asset;
- ❖ **Software skills:** Familiarity with statistical analysis software an asset (e.g. R, Python, PowerBI, Tableau, Stata);
- ❖ **Multi-tasking skills:** Ability to multitask with tight deadlines, in a complex environment;
- ❖ **Level of independence:** A self-starter with a 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 with the Bangladesh or Myanmar context, or South-East Asia region is desirable;
- ❖ **Language skills:** Fluency in English required, competency in Bangla / Bengali an asset.

CONDITIONS

- ❖ Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- ❖ Additional monthly living and food allowance provided in country by IMPACT's partner ACTED
- ❖ Lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length)
- ❖ Transportation costs covered, including additional return ticket + luggage allowance
- ❖ Provision of medical, life, and repatriation insurance + retirement package