

Terms of Reference

PANDA Assessment Officer – Iraq

(Reference: 23|IRQ|A003)

Background on IMPACT Initiatives

IMPACT Initiatives is a humanitarian NGO based in Geneva, Switzerland. The organisation manages several initiatives, which include i) the REACH Initiative, aimed at facilitating the development of information products that enhance the humanitarian community's decision-making and planning capacity for emergency, reconstruction and development contexts; ii) the PANDA Initiative, aimed at directly supporting key aid actors in improving the effectiveness, efficiency, and efficacy of their programmes, and iii) the AGORA Initiative aimed at promoting localized and multi-sectoral aid activities in support of the recovery and stabilisation of crisis-affected communities.

The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, and the two organisations have a strong complementarity formalised in a global partnership, enabling IMPACT to benefit from ACTED's operational support in its fields of intervention.

The objectives of IMPACT's Project Appraisals and Assessments or PANDA activities include the improvement of the effectiveness, efficiency and efficacy of humanitarian and development interventions. PANDA supports the entire humanitarian programme cycle, including programme design, assessments, baselines, monitoring and evaluation.

We are looking for an Assessment Officer for our PANDA Unit in Iraq.

Department: PANDA
Position: Assessment Officer
Contract duration: 6 months
Location: Erbil, Iraq (with potential travels to Baghdad, security permitting)
Starting Date: ASAP

Country Profile

Following years of displacement and conflict which precipitated the substantial engagement of humanitarian actors in-country, 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 2022, it was estimated that at least 2.5 million internally displaced persons (IDPs) and returnees in Iraq required humanitarian assistance, with the residual

impact of past conflict and increasing climatic shocks further intensifying these needs. In addition, 1.2 million IDPs and 4.9 million returnees face hurdles in achieving durable solutions to their displacement, including security concerns, lack of access to livelihoods, destroyed or damaged housing, and lack of social cohesion.

IMPACT has been working in Iraq since 2012 to support humanitarian decision-making and evidence-based prioritisation in coordination with the humanitarian cluster system, INGO, NGOs, and national and regional coordination bodies to address information gaps and implement assessments. More recently, IMPACT has supported development actors to improve humanitarian and development interventions' effectiveness, efficiency, and efficacy and encourage an equitable and needs-based transition to stabilisation and development initiatives. Over more than 10 years in Iraq, IMPACT has led country-wide multi-sectoral assessments, informed needs-based targeting mechanisms for multi-purpose cash assistance, extended technical support to CCCM and WASH partners, encouraged evidence-based approaches to durable solutions, served as a third-party monitoring partner to implementing agencies, and conducted thematic assessments and rapid needs assessments in response to contextual changes. More information can be found [here](#).

Responsibilities

Under the direct supervision and management of the PANDA Research Manager and functional management by the Senior Management Team and Country Coordinator, the PANDA Assessment Officer will be responsible for supporting the coordination and implementation of assessments, including preparation, data collection, analysis, and reporting. This includes:

1) Assessment(s) preparation and planning:

- Design and implement IMPACT assessment(s) strategy and methodology.
- Research design, different sampling approaches, methodologies (quantitative and/or qualitative), and analysis plans.
- Working with field staff to design and implement IMPACT assessment(s) procedures, including coordinating and ensuring timely data collection and analysis, in partnership with GIS team.
- Keeping track of all assigned assessment(s) progress and delays throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner.
- As requested by the PANDA RM, supporting other team members to complete their work, including taking on additional research cycles to support when team members are on leave or when there are gaps in capacity within the team.
- Balance workload across multiple assessments and activities, prioritizing time and ensuring that all deadlines are met and/or delays are clearly communicated.

2) Data collection:

- Monitoring data collection, ensuring its correct implementation in line with agreed TORs, and conducting direct data collection.

- Set up of logistics, financial, administration, security, and HR processes directly related to data collection activities.
- In partnership with the GIS team, when relevant, supporting to ensure that collected data is geo-referenced, enabling the production of maps and related products.
- Draft situation updates on data collection progress and summary of preliminary key findings for submission to IMPACT Country Coordinator and, where relevant, external partners and stakeholders.

3) Data management, cleaning, and analysis:

- Ensuring that data is revised and cleaned to the minimum standards in the IMPACT data cleaning SOPs and that all revisions are recorded.
- Clean data received by field teams and ensured regular follow-up systems with field teams and/or database officers.
- Conduct quantitative and qualitative analysis of the data received, including through analysis software. Examples: create and complete data analysis saturation grid, create needed charts, tables, pies, etc., using R or Excel.
- Ensure that data and analysis do not contain personal information and support ensuring IMPACT HQ validates data before sharing with external parties.

4) Product drafting, product dissemination, and evaluation:

- Drafting of timely and accurate assessment(s) outputs on the basis of predetermined drafts (i.e. reports, factsheets, flash reports, etc.), which comply with IMPACT's guidelines and quality standards.
- Where applicable, revising outputs to better meet the needs of donors, including revising indicators and DAPs to support stronger reporting.
- Communicate in advance with GIS colleagues on mapping needs to produce assessment(s) outputs.
- Ensuring that IMPACT HQ validates all written products before external release.
- Ensuring that lessons learned are gathered and documented throughout the research cycle.
- Ensuring that M&E documents and sheets are updated regularly.

5) Enumerator management while data collection:

- Responsible for the call credits for Baghdad and Erbil bases during data collection
- Support team leader with enumerators' contracts, attendance sheets, payment requests, and call credits sheets for the enumerators.
- Support in hiring and training enumerators for the PANDA team.

6) Project Cycle Management

- Ensure compliance with 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 relevant project narrative and financial reports;

7) 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.

DATA CONFIDENTIALITY AND PROTECTION

The Assessment Officer will maintain strict 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 unauthorised sharing of any information and data from IMPACT and its partners or collected during his/her assignment with IMPACT.

As supervisors requested, other tasks fall within his/her responsibilities in support of the broader objectives of the team and the mission.

Requirements

- Excellent academic qualifications, ideally an advanced degree in a relevant discipline.
- Excellent analytical skills to situate findings within a wider context.
- At least 3 years of relevant working experience in the humanitarian sector, such as research, evaluation, assessments, and programs;
- Experience conducting data analysis;
- Experience conducting data collection;
- Fluency in English required;
- Ability to operate Microsoft Word and Excel;
- Ability to operate STATA, SPSS, R, or related statistical programming, an asset;
- Ability to operate Adobe InDesign and Illustrator;
- Ability to operate Kobo, ODK, or similar data collection software;
- A self-starter with a strong ability to work independently;
- Strong interpersonal and communication skills;
- Ability to operate in a cross-cultural and cross-country environment, requiring flexibility