

ASSESSMENT OFFICER – EARLY RECOVERY UKRAINE

Reference: 23/UKR/A002

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 Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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, GIS and remote sensing. IMPACT was launched at the initiative of ACTED, an international NGO with headquarters based in Paris and presence in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support in its fields of intervention.

We are currently looking for an Assessment Officer to support our Early Recovery assessments in Ukraine.

Department: IMPACT
Position: Assessment Officer
Contract duration: 6 months
Starting Date: August 2023
Location: Kyiv, Odesa, or Dnipro (TBD with candidate)

COUNTRY PROFILE

IMPACT has been active in Ukraine since 2015. Working across all of Ukraine, including hard-to-reach areas, IMPACT's research supports and facilitates both emergency response efforts, as well as more long-term oriented resilience and recovery activities. IMPACT Ukraine has three research portfolios that focus on programming in each of these areas: the first covers the inter-sectoral research that feeds directly into countrywide humanitarian prioritization, the second provides operational support to emergency aid in areas close to the frontline, and the third works closely with partners and coordinating bodies to support early recovery initiatives and longer-term solutions. The Resilience and Early Recovery Unit (RERU) sits within the third portfolio.

Whilst critical humanitarian needs associated with the war persist, particularly in eastern/southern Ukraine, other locations in the country are increasingly in need of early recovery programming, to support strengthened local community governance and accountability, improved socioeconomic outcomes, reconstruction of damaged areas, strengthened social protection systems, and improved access to public services. The current RERU consists of three themes: 1) Area-Based early recovery 2) socioeconomic and 3) cash for social protection.

REACH Ukraine is looking for an Assessment Officer to support the RERU on Early Recovery assessments. The ideal candidate will be experienced in managing primary data collection and producing analytical outputs and will have a thematic interest in the area of Early Recovery or Area Based assessments.

The AOs responsibilities will include:

1) RESEARCH PLANNING:

- Oversee assessments within the Early Recovery workstream, and ensure these are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global REACH guidelines;
- Design new research approaches and methodologies or update existing ones according to IMPACT's requirements and principles as well as partners' information needs;
- Compose and construct, in close coordination with GIS and data teams, qualitative and quantitative data collection tools using Kobo Collect and Open Data Kit (ODK);
- For each research cycle, prepare or update ToRs and ensure their validation by HQ before any data collection begins.

2) RESEARCH IMPLEMENTATION

- In close liaison with field officers and data officers, monitor data collection, ensuring correct implementation in line with agreed ToRs;
- Ensure regular situation updates on data collection are produced and circulated to RERU team members and external counterparts. Provide support and follow up on identified challenges during the data collection process;
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Provide data analysis on primary and/or secondary data as per ToRs, ensuring that meaningful techniques are used to analyse the data collected;
- Ensure that all data and analysis are validated by IMPACT HQ before the product drafting stage.

3) DRAFTING OF RESEARCH PRODUCTS

- Draft timely and accurate outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc. which comply with IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes impact in line with their intended use including data visualization methods.

4) EXTERNAL ENGAGEMENT

- Ensure that all relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- Follow up on relevant issues identified by partners or during meetings/working groups;
- After validation by line-manager, present research findings to relevant third parties in order to enhance their use and impact.

DATA CONFIDENTIALITY AND PROTECTION

The AO 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 IMPACT and its partners, or collected during his/her assignment with IMPACT.

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);

- ❖ **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 1 year of relevant working experience;
- ❖ **Research skills:** Excellent research and analytical skills. Experience in assessments, M&E, field research, or evaluations;
- ❖ **Software skills:** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Familiarity with R, SPSS and/or STATA or other statistical analysis software an asset;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles in 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 in Ukraine or the region an asset;
- ❖ **Language skills** Fluency in English is required, competency in Ukrainian or Russian is an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.

CONDITIONS

- For this position, salary between 2'460 CHF and 2'520 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD NB - IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education of staff. A location-dependent security and/or isolation adjustment is then applied as a recognition that some staff are required to work in difficult places where living and working conditions are much more difficult than elsewhere.
- Accommodation and food provided in a guesthouse.
- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance.
- Flight tickets every 6 months & visa fees covered (in-country travel costs and professional expenses are fully covered).
- Contribution to the luggage transportation: between 20 and 100 kgs, depending on the length of the contract (+ luggage and personal property insurance)
- Annual leave of 36 days per year. Public holidays of the country of assignment. Family/compassionate leave when applicable.
- Predeparture induction - 3 days at IMPACT Initiatives's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ security training;
- IMPACT prioritizes the psychological safety of its staff and the health insurance provided covers, among others, up to 1000 € per year of psychosocial counselling fees.