ASSESSMENT OFFICER - MOLDOVA
(Reference: 23|MOL|AO01)

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 an Assessment Officer to support our team in Moldova.

Department: REACH
Position: Assessment Officer
Contract duration: 6 months
Location: Chisinau
Starting Date: ASAP

COUNTRY PROFILE

Following the escalation of conflict in Ukraine, beginning February 24th, 2022, military hostilities have caused widespread damage to infrastructure and houses, hundreds of civilian deaths, disrupted markets and essential services, and precipitated massive displacement in Ukraine and neighbouring countries, including Moldova. According to UNHCR data, over 700,000 refugees from Ukraine entered Moldova since the beginning of the displacement. Many of them continued their journey to Moldova and other European countries, while about 100,000 are estimated to be currently remaining in Moldova. Given the martial law and mobilization of men in the conscription age in the conflict in Ukraine, most of the displaced crossing into Moldova are women and children, and the conflict with its emotional burden has a heavy toll on the already at-risk individuals.

As the refugee crisis protracts, humanitarian interventions have been shifting towards mid- to long-term solutions for refugees, targeting the socio-economic inclusion of refugees in Moldova and within the host community, including the aim of integrating refugees within the existing social protection schemes. Notably, in alignment with other refugee-receiving countries, on 1 March 2023, Moldova made available the Temporary Protection status for Ukrainians and eligible Third-country Nationals, affording them the right to regularly remain on its territory and access basic services.

Furthermore, the energy crisis and the mobilization of the humanitarian response in the country have shed light on the unaddressed needs of vulnerable Moldovans, underlining the critical importance of development-focused interventions.

REACH Initiative was established in Moldova to support the setup and scale-up of the assessment and analysis systems required to inform joint planning and monitoring by government and humanitarian actors involved in the refugee response. Since then, REACH has implemented multi-sector and sectoral needs assessments, recurring monitoring...
exercises, and tailored thematic studies, covering both the refugee and Moldovan communities and aimed at supporting an evidence-based response.

FUNCTIONS

Under the line management of the Research Manager or the Senior Assessment Officer in Moldova, the Assessment Officer is responsible for/contributes to the implementation of IMPACT’s research cycles in the country, including the preparation, data collection, analysis, drafting, dissemination and evaluation stages.

RESPONSIBILITIES

The Assessment Officer is responsible for overseeing the planning, implementation and follow-up of research cycles to which s/he is assigned, in close coordination with other team members and with relevant external partners. In doing so, the Assessment Officer will ensure effective management of related projects and resources.

More specifically the Assessment Officer is responsible for the following:

RESEARCH PLANNING:

- With the support of the line manager, oversee assessments and ensure their planning in line with the country and unit strategy, relevant research and project objectives and with IMPACT’s research cycle and other relevant guidelines;
- Input in the design of 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 qualitative and quantitative data collection tools, in close coordination with GIS and data teams;
- For each research cycle, prepare or update ToRs and ensure their validation by HQ before any data collection begins. Ensure relevant stakeholders and partners are engaged in research design and planning.

RESEARCH IMPLEMENTATION

- In close liaison with the field team and data officer, monitor data collection, ensuring correct implementation in line with agreed ToRs;
- Ensure regular situation updates on data collection are produced and circulated to relevant colleagues and external partners. 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 data and its analysis are validated by IMPACT HQ before product drafting stage and sharing with external partners;

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 their impact in line with their intended use;
- Ensure that all written products are validated by IMPACT HQ before external release.

EXTERNAL ENGAGEMENT

- Ensure that 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;
- After validation by the line manager, engage in relevant external meetings and represent IMPACT in coordination platforms, ensuring that key takeaways are properly documented and communicated;
- Follow up on issues identified by partners or during meetings/working groups;
• After validation by the line manager, present research findings to relevant third parties in order to enhance their use and impact;

KNOWLEDGE SHARING AND LEARNING PROCESSES

• Generate and document robust lessons learned at the end of each Research Cycle;

DATA CONFIDENTIALITY AND PROTECTION

The Assessment Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT’s data protection policy and SOPs. 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, preferably including a Master degree in relevant discipline;

❖ **Research skills** Proficiency and proven experience with research methods. Excellent analytical skills in both qualitative and quantitative research methodologies;

❖ **Software skills** Proven knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint. Advanced skills in R, SPSS and/or STATA or other statistical analysis software are an advantage; Experience with InDesign an asset.

❖ **Years of work experience** At least 1 years of relevant working experience. Experience in humanitarian and/or development settings required;

❖ **Management skills** Team management experience and skills highly desirable;

❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;

❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;

❖ **Level of independence** 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 the [relevant] region is desirable;

Language skills Fluency in English required, competency in Romanian or Russian an asset;

CONDITIONS

❖ For this position, salary between 2’100 and 2’160 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD and a food 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.

❖ Accommodation 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.

❖ Contribution to the luggage transportation fees

❖ 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’ HQ in Geneva + one week pre-International 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.