

ASSESSMENT OFFICER:

QUALITATIVE RESEARCH FOR AREA-BASED ASSESSMENTS

(Reference: 23|HQ|AO02)

BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian research NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative and AGORA, which is jointly managed with the NGO ACTED. 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.

IMPACT has started doing area-based assessments since 2016 to support humanitarian agencies, local government actors and development partners develop integrated response strategies at the level of specific crisis-affected geographic areas. Through the joint IMPACT-ACTED AGORA Initiative, IMPACT also supports direct area-based planning and programs in cities and towns affected by humanitarian crisis in 7 countries. Through REACH, area-based assessments inform the wider humanitarian community on response gaps in specific areas where humanitarian needs are particularly acute and increasingly focus on areas where climate risks are aggravating factors to pre-existing humanitarian conditions. At the global level, IMPACT has been playing a key role in advocating for area-based approaches through the [Urban Settlements Working Group of the Global Shelter Cluster](#) since 2017, and contributed to multiple position papers, webinars and case study reviews. In particular, IMPACT coordinated the publication of the [Settlements Approach Guidance Note](#), which lays the ground principles for sound programming in the humanitarian sector, to support development partners, local governments and humanitarian agencies to improve living conditions in specific territories.

Qualitative research plays a critical role in area-based assessments, to generate a nuanced understanding of community perceptions of the challenges they experience at the local level, of existing community dynamics around local formal and informal governance, solidarity networks and management of natural resources, among other themes.

The HQ ABA, DRR and AGORA Unit is in charge of developing normative guidance and standardizing research tools for all relevant assessments, including REACH relief and recovery ABAs, localized risk and climate change-related assessments, and AGORA. The Unit has launched the development of 3 global toolkits: i) The global ABA toolkit, ii) The global Area-based risk assessment toolkit, iii) The Global AGORA toolbox, under the leadership of ACTED. Each toolkit comprises a set of qualitative tools, (some common to all toolkits, some specific). IMPACT is looking for an experienced profile to lead the development of these tools, in line with the Unit's strategic priorities and with existing Research best practices and internal SOPs.

We are currently looking for an Assessment Officer to support our team in the Global ABA, DRR and AGORA Unit.

Department: Global Programs
Position: Assessment Officer
Contract duration: 3-months full time
Location: Geneva or delocalised
Starting Date: September 2023

POSITION PROFILE

Under the supervision of the Global focal point for area and settlement-based programs based in Geneva HQ, the Assessment Officer will lead the development of priority qualitative research tools to feed into the Global ABA, AGORA and DRR toolboxes and guidance document.

FUNCTIONS AND RESPONSIBILITIES

The Assessment Officer is responsible for:

- 1) Take stock of internal and external best practices on qualitative research relevant to area-based assessments and applicable to AGORA and DRR-specific programs.
 - Literature review to identify existing reference tools from external sources
 - Review of recent ABA and AGORA DAPs and qualitative tools
 - Get familiar with the structure of the Global ABA toolkit and of relevant research SOPs
 - Identify methodological gaps, strengths and weaknesses of existing tools
 - In agreement with the Research Manager and AGORA ACTED counterpart, prioritize a set of tools to standardize and develop normative guidance for, which will include a stakeholder mapping tool, community governance analysis, FGDs, participatory mapping, among others
- 2) Development of normative guidance and standard tools for qualitative tools, through:
 - Consultations with ABA / AGORA COP members, Accountability and Inclusion Unit, Research Department, ACTED AGORA focal points and external partners when relevant
 - Consolidating / adapting existing tools developed by country teams for AGORA and ABAs
 - Ensuring that the tools align with the guiding questions of the Global ABA toolkit and DRR toolkit, and inform AGORA's core programmatic objectives
 - Particularly for AGORA, input in relevant ACTED-led guidance and draft a monitoring framework
- 3) Dissemination and training
 - Preparation of power point presentations to communicate internally about the newly developed tools and their applications in ABA research cycles
 - Deliver trainings to COP members as part of COP meetings
- 4) Other
 - Support the Research manager on relevant task to communicate internally about the value added and working principles of ABA research

REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline; (e.g. development, humanitarian studies, international relations, research methods, social sciences, governance and policy).
- ❖ **Research skills** Experience with designing and implementing qualitative research, in particular through semi-directed interview with community key informants, conducting desk reviews, socio-economic surveys and/or humanitarian needs assessments. Experience with area-based assessments and participatory research methods a strong asset.
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint; Experience with InDesign an asset.
- ❖ **Experience in the humanitarian or development sector** At least 2 years of experience in the humanitarian sector and/or field-based roles in fragile or development contexts.
- ❖ **Level of independence** Proven ability to work independently.
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility and willingness to engage in short term field deployments, including to complex and challenging security environments.
- ❖ **Language skills** Fluency in English required, competency in French an asset.

CONDITIONS (IF BASED IN GENEVA)

- ❖ For this position, gross salary between 5'290 CHF and 5'350 CHF monthly (before income tax). NB – IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 450 CHF per month is already included in the salary figure.
- ❖ Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT.
- ❖ Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments.
- ❖ Applicants must hold a valid work permit for Switzerland or be EU/EFTA citizens.
- ❖ Up to 40% of remote work on a weekly basis.

CONDITIONS (IF DELOCALIZED TO A FIELD POSITION)

- ❖ For this position, salary between 2'220 CHF and 2'280 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 the 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' 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.