

## SENIOR ASSESSMENT OFFICER – GENDER ASSESSMENTS

(Reference: 23|LBN|SAOGA01)

### 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 Senior Assessment Officer to support our team in Lebanon.**

**Department:** REACH  
**Position:** Senior Assessment Officer  
**Contract duration:** 12 months  
**Location:** Beirut, Lebanon  
**Starting Date:** ASAP

### COUNTRY PROFILE

In Lebanon, several years of multi-layered, overlapping shocks have led the country into a nation-wide socio-economic crisis. This crisis, reflective of fundamental vulnerabilities in Lebanon's economic structure, fragile political environment, deep-rooted social and communal tensions, have vastly increased household need and vulnerabilities throughout the country. Further, the current crisis has affected refugee needs due to the protracted Syrian refugee crisis in Lebanon, approximately 200,000 Palestine Refugees in Lebanon (PRLs), located in and out of camps for nearly 70 years continue to be subject to policies and law that preclude them from basic household functions and approximately 180,000 migrants are also present in Lebanon, facing needs related to protection, livelihoods, food security, and shelter.

Through its REACH Initiative, since 2021, IMPACT Lebanon has implemented the nationwide, household Multi-Sector Needs Assessment (MSNA), in close collaboration with OCHA, to provide the humanitarian community with empirical evidence of the widespread needs, both sector-specific and intersectoral, to support

the humanitarian community in advocacy and programmatic strategy. In addition, REACH works closely with relevant humanitarian stakeholders to identify evidence gaps and propose various methodologies to fill them. Lastly, IMPACT provides M&E and research technical support within various consortia operating within Lebanon.

## POSITION PROFILE

Under the supervision of the REACH Research Manager, the REACH Senior Assessment Officer (SAO) will be responsible for the implementation of thematic qualitative and quantitative assessments in Lebanon. Specifically, the SAO will be responsible for the implementation of assessments focused on gender, to be carried out in close collaboration with local partners and relevant response stakeholders in order to enhance efforts at addressing needs, priorities, and response gaps related to gender in Lebanon.

Under the supervision of the REACH Research Manager (RM) in Lebanon, the SAO will be responsible for the implementation of the mixed-methods research, including research design and preparation, data analysis, output drafting and dissemination stages, all in close coordination and collaboration with partners. As partners lead the data collection, the SAO will provide data processing support throughout the collection period and ensuring the highest standards of data protection. The role requires prior experience in gender, protection, or other related research, strong coordination, and communication skills, as well as the ability to work proactively and independently.

## RESPONSIBILITIES

The REACH Senior Assessment Officer is responsible for the following:

### RESEARCH PLANNING:

- Ensuring that required secondary data review and/or analysis has been conducted in preparation of the assessments;
- Ensuring that the research is planned in line with project objectives and with IMPACT's research cycle and other relevant guidelines;
- Co-design of research approaches and methodologies with partners and other relevant response stakeholders, according to IMPACT's requirements and principles as well as the priority information needs identified by relevant response actors;
- Design and construction, in close coordination with partners and with REACH data teams, of qualitative and quantitative data collection tools (semi-structured questioning routes, quantitative KoBo surveys, etc.);
- Preparation of a detailed research ToR and ensuring its validation by HQ prior to the initiation of data collection;

### RESEARCH IMPLEMENTATION

- In close liaison with field officer(s), ensuring that partner data collection teams are trained for primary data collection and that data collection is implemented with quality and in line with agreed methodologies;
- In close liaison with field officer(s) and partners, managing assessment logistics, identifying assessment areas, facilitating design workshops, managing data collection processes, and facilitating joint analysis workshops to interpret the data and highlight key findings with partners and relevant response stakeholders prior to output drafting;
- In close liaison with field officer(s) and partners, ensuring regular situation updates on data collection are produced and circulated to the RM, relevant colleagues, and external stakeholders. Provision of support and follow up on identified challenges during the data collection process;

- Ensuring that the RM and IMPACT HQ research department are alerted to any issues that prevent full implementation of the methodology agreed in the approved TORs. Ensuring that all changes to the methodology are documented throughout implementation, and that any change is formally validated by IMPACT HQ;
- Tracking of progress and delays of all data collection methodologies throughout the research cycle. Ensuring that delays or identified challenges are reported in a timely manner;
- In close liaison with field officer(s) and the relevant, ensuring logistics, financial, administration, security and HR processes directly related to ongoing and upcoming assessments are appropriately planned, implemented and coordinated with the relevant Acted departments;
- Ensuring that all collected data is stored in line with IMPACT's Data Management Guidelines and with the ToR;
- In close liaison with field officer(s), ensuring that data is review and cleaned for quality, and that all revisions are documented;
- In close liaison with data colleagues, provision of data analysis on primary and/or secondary data as per the ToR, ensuring that meaningful techniques are used to analyse the data collected;
- Ensuring that data and its analysis are validated by IMPACT HQ before product drafting stage;
- Ensuring that data and its analysis do not contain personally identifiable information and are validated by IMPACT HQ and shared only in accordance with the agreed dissemination plan elaborated in the ToR.

## DRAFTING OF RESEARCH PRODUCTS

- Ensuring the drafting of timely and accurate outputs that consolidate the analyses from each data collection method into relevant products such as reports, briefs, presentations, etc which reflect the outcomes of the joint analysis workshops with partners and comply with IMPACT's guidelines and quality standards;
- Ensuring that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact, and respects with a Do No Harm approach, in line with their intended use;
- Following the designated timeline of reports to be submitted to project partners and donors. Ensuring that delays or identified challenges for specific outputs are reported in a timely manner;
- Maintaining regular communication with the RM and IMPACT HQ on progress and deadlines for written products;
- Ensuring that all written products are validated by IMPACT HQ before external dissemination.

## EXTERNAL ENGAGEMENT

- Ensuring that relevant partners and response stakeholders are appropriately informed/consulted/involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learned;
- After validation by the RM, representing IMPACT in relevant meetings/ working groups;
- Following up on issues identified by partners or during meetings/working groups;
- Promoting an active use of data and research findings by partners and the broader humanitarian community for their decision making;
- After validation by the RM, presenting research findings to relevant third parties in order to enhance their use and impact;
- Ensuring that all partner engagement and all external relations are clearly documented and communicated with the RM and relevant colleagues;
- More generally, contributing to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors.

## KNOWLEDGE SHARING AND LEARNING PROCESSES

- In coordination with country management, supporting the conduct of monitoring and evaluation for the Research Cycle, as specified in the research ToR and in line with IMPACT Guidelines;
- Generating and documenting robust lessons learned at the end of the Research Cycle, with input from relevant colleagues, partners, and response stakeholders;
- Ensuring knowledge and learning processes are shared with other teams within mission, and with IMPACT HQ;
- When required, providing feedback to appropriate global organizational knowledge learning tools.

## PROJECT CYCLE MANAGEMENT

For relevant projects, Ensuring compliance to project cycle management requirements and guidelines at all phases;

- Ensuring that project deliverables and requirements are tracked, met, and complied to;
- Ensuring that any issue in relation to project implementation is reported to the RM, finance and grants colleagues, and HQ;
- Supporting the RM and finance and grants colleagues in drafting of relevant project narrative and financial reports;
- Other tasks as requested by the RM.

## INTERNAL COORDINATION

- Actively participating in regular team meetings;
- Ensuring regular coordination and exchange with relevant colleagues;
- Engaging in the development and implementation of IMPACT's strategy in (country).

## DATA CONFIDENTIALITY AND PROTECTION

The SAO will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. They will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners or collected during their assignment with IMPACT.

## REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, preferably including a degree in relevant discipline (gender studies, development, humanitarian response, human rights, anthropology, international studies, sociology);
- ❖ **Research skills** Proven experience with complex research methods and experience conducting research/analysis on gender and/or protection-related themes. Excellent analytical skills, including experience conducting qualitative analysis.
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint required. Advanced skills in Atlas, NVivo, or other analysis software are an advantage; Experience with InDesign and KoBo an asset.
- ❖ **Coordination skills** Experience coordinating complex projects, including effective communication and collaboration with both internal and external partners.

- ❖ **Communication/reporting skills** Excellent communication, writing, and data visualisation skills for the development of effective information products and research outputs;
- ❖ **Years of work experience** At least 3 years of relevant working experience;
- ❖ **Experience in geographical region** Past experience in Lebanon or the wider region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Arabic is an advantage;
- ❖ **Familiarity with aid system** Familiarity with the international aid system is an advantage;
- ❖ **Level of independence** Proven ability to work independently and proactively;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines and attention to detail;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;

## CONDITIONS

- ❖ Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- ❖ Additional monthly living allowance provided in country by IMPACT's partner Acted
- ❖ Food and lodging provided at the organisation's guesthouse
- ❖ Transportation costs covered, including additional return ticket + luggage allowance
- ❖ Provision of medical, life, and repatriation insurance + retirement package