

Terms of Reference

Assessment Specialist – Global WASH Cluster/Field Support Team

(Reference: 23|HQ|AS03)

ABOUT IMPACT AND REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in research design; data collection, management and analysis; GIS and remote-sensing.

We are currently looking for an Assessment Specialist to lead the implementation of IMPACT's WASH support through the Global WASH Cluster's Field Support Team.

OVERVIEW

Department:	Global Programmes
Position:	Assessment Specialist – Global WASH Cluster/Field Support Team
Contract duration:	Open-ended
Location:	Geneva, Switzerland with up to 60% of deployment time (remote or in-person)
Starting Date:	October 2023

FUNCTIONS

Under the supervision of the Global WASH Cluster (GWC) Field Support Team (FST) Manager and IMPACT's Public Health Unit Manager, and under the technical management of the Deputy Global WASH Cluster Coordinator (Operational Support), the Assessment Specialist will support the GWC in improving and strengthening evidence-based humanitarian coordination. The position is based in Geneva with travel to remote field locations across all countries of the FST's operation.

Support Development of Country WASH Assessment Strategy

- Support national WASH coordination platforms (NCPs) directly or indirectly (via IMPACT's field teams) in the development and implementation of country WASH assessment strategies, especially as it relates to key humanitarian milestones such as the Humanitarian Needs Overview.
- Design, organize and deliver trainings, webinars and clinics on WASH assessment strategy development and implementation for NCPs and other relevant WASH partners.
- Review NCPs WASH assessment strategies, track their implementation, and consolidate lessons learned for future improvement.

Develop and Disseminate Global Toolkits and Guidance

- Develop, review, and disseminate GWC toolkits, guidance, indicator/question banks and reference materials to mainstream best practices at field level, ensuring incorporation of and alignment with IMPACT's assessment guidance and research best practices where relevant.
- Ensure incorporation of GWC guidance and best practices into IMPACT's global assessment and analysis guidelines, such as Multisector Needs Assessments (MSNAs), Humanitarian Situation Monitoring (HSM), Joint Market Monitoring Initiative (JMMI), and Integrated Public Health Analysis.

- Design, organize and deliver trainings and webinars on assessment design and implementation to transfer assessment skills and knowledge both to partners and NCPs' staff.
- Provide technical advice on assessment design, including the review of methodology, indicators, tools and analysis frameworks produced by NCPs and partners supporting assessment activities, such as IMPACT field teams.
- Review information products produced by IMPACT and other implementing partners.
- Design, organize and deliver trainings, webinars and clinics on data collection to support the participation of partners in NCP-led assessment initiatives and facilitate the adoption of NCPs' methodologies and tools.

Implement WASH Needs Assessments

- Support NCPs directly or indirectly (via IMPACT's field teams) in the implementation of primary WASH assessment activities conducted through the FST grant:
 - Lead assessment design, including the development and review of appropriate methodologies, indicators, tools and analytical frameworks.
 - Plan and coordinate data collection, define coverage, rationalize partners' contributions to avoid overlapping, and make sure that data is collected within agreed deadlines.
 - Ensure data quality meets highest standards by tracking data collection progress, as well as reviewing and cleaning data submitted by partners.
 - Leading data analysis and output production, including drafting and review of assessment factsheets, reports and other information products.
 - Support effective dissemination of assessment findings, by producing media content, delivering presentations, organizing ad hoc PR events.
 - Promote a broad participation of national coordination platforms' members at all the stages of the assessment process to create a broad sense of ownership.
 - Manage assessment-related finance, logistics, administration and transparency (FLAT), in compliance with ACTED and IMPACT FLAT procedures.
- Assessment activities can include both rapid needs assessments and planned needs assessments (i.e. those that fall within the schedule of the typical humanitarian planning cycle).
- Where necessary, and especially when providing direct support to NCPs, this support will be provided through in-person and/or remote deployments to field locations.

Coordinate and Support the WASH Assessment Activities of IMPACT's Field Teams

- Track WASH assessment and analysis programme quality across IMPACT's field teams, providing technical inputs and review of research design and information products.
- Ensure incorporation of GWC best practices and guidelines in WASH and multisectoral assessment and analysis activities.
- Facilitate coordination and collaboration between IMPACT field teams and NCPs.
- Incorporate new and updated tools into country assessment activities and oversee the full implementation of field pilots.

Facilitate Multi-Sectoral Assessment and Analysis Activities

- Map and follow up on relevant multi-sectoral assessments and analysis initiatives including JIAF, MSNA, RRMP, DTM, and OCHA-led assessments, etc.
- Represent GWC in JIAF methodology development workstreams at global level.
- Support NCPs in the implementation of JIAF methodology at country level.

- Represent national coordination platforms at inter-sector assessment fora, including information management and assessment working groups, workshops and meetings.

Facilitate Systematic Inclusion of WASH in Integrated Public Health Approaches

- Develop, test and roll out integration of components of other public health focused sectors (health, nutrition, and food security) into WASH assessment and analysis best practices and guidelines.
- Ensure WASH best practices and technical standards are appropriately and systematically incorporated into the development of IMPACT's integrated public health analysis.
- Support the piloting of integrated public health assessment methods, ensuring WASH is appropriately and systematically captured in new and experimental research methods.
- Liaise with other relevant assessment and analysis activities conducted by other sectors/clusters, including FSL, Nutrition, Health via the Inter-Cluster / Sector Collaboration (ICSC).

Support the development and implementation of the WASH Insecurity Analysis (WIA) system

- Support the development of the WIA through engagement in its technical working group.
- Support the implementation of WIA system at country level.

REQUIREMENTS

- Master's degree in a relevant field (data science, public health, economics, statistics, engineering, development / humanitarian studies, etc.).
- Minimum 3 years (5 preferred) of experience in assessment, information management, monitoring and evaluation, or operational research.
- Minimum 3 years (5 preferred) of field experience in complex humanitarian crises.
- Proven track record of successful implementation of humanitarian assessments.
- Familiarity with the humanitarian coordination architecture and mechanisms.
- Excellent leadership and supervisory skills, ability to motivate and empower colleagues.
- Fluent English and good command of another language. French language knowledge is an advantage.
- Willingness to travel up to 60% of the time and with very short (72 hours) notice to crisis affected areas.
- Resilience to stress and ability to work under difficult conditions.
- Computer skills, including Excel and InDesign. Knowledge of R a strength.
- Experience using mobile data collection software, such as Kobo toolbox.
- Applicants must hold a valid work permit for Switzerland or be EU/EFTA citizens (you are required to include this information in your application).

COMPENSATION AND BENEFITS

- For this position, gross salary between 5'980 CHF and 6'190 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