Assessment Specialist – Moldova Mission

Reference: 23/MDA/AS01

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 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 Specialist to provide technical support to the Moldova Mission’s Research Teams.

Department: IMPACT

Position: Assessment Specialist

Contract duration: 12 months

Starting Date: October 2023

Location: Chisinau, Moldova

COUNTRY PROFILE

IMPACT has been active in Moldova since late February 2022, following the escalation of conflict in neighbouring Ukraine. IMPACT’s work has primarily been to facilitate the emergency response efforts in support of the more than 700,000 refugees that entered Moldova in the months following. Today, more than 100,000 refugees remain in the country. Alongside the pressures felt due to the Ukraine conflict, Moldovan society continues to grapple with several other interconnected challenges. These include economic uncertainty, energy insecurity, government reform and climate change. The humanitarian response is therefore shifting towards a medium to long term outlook that addresses the vulnerabilities of refugee population alongside those of the Moldovan host population in a holistic manner. IMPACT Moldova scope has likewise expanded to conduct research that covers the spectrum of humanitarian and development needs in the country, in order to provide timely data and analysis to a variety of partners and other relevant stakeholders.

As the Moldova Country Strategy is developed, Research Teams will be elaborated cover two areas: A) Provision of protection and basic needs to vulnerable communities, which will continue to support refugee response in Moldova and providing research insights that lead to enhanced support to Moldovan communities in need; and B) Support to local communities to enhance resilience and preparedness, which aims to support strengthened local community governance and accountability, improved socio-economic outcomes, better access to public services, and enhanced disaster risk awareness and preparedness.

IMPACT Moldova is looking for an Assessment Specialist to offer strong technical support and guidance to the two Research Teams, keeping a focus on delivering quality research, and helping to drive the strategic direction of the Moldova Mission as a member of the Senior Management Team.
POSITION PROFILE

Under the supervision of the IMPACT Country Coordinator, and IMPACT HQ in Geneva, the Assessment Specialist will be responsible for supporting Team Leaders in developing Research Team strategies and workstreams that align with the Country Strategy and ensure that research cycles are executed at an excellent standard. The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners.

The role of the Assessment Specialist is to drive the implementation of the Country Strategy at the assessment level and provide technical backstopping to Research Teams. This position requires a profile that can be strategic as well as someone with a strong analytical mindset and an interest in exploring diverse methodological and technical avenues to achieve results.

The Assessment Specialist’s responsibilities will include:

1. **Strategy Development and Implementation**
   - As a member of the Senior Management Team (SMT), contribute to the development of the IMPACT Moldova Country Strategy;
   - Drive the implementation of the Country Strategy by supporting Team Leaders in the development of Research Team Strategies and alignment of workstreams;
   - Work with partner organizations and working groups to understand the various relevant information gaps within Moldova and identify how IMPACT activities can fill these gaps;
   - Develop and implement dissemination strategies to strengthen the impact of IMPACT Moldova programmes;
   - Coordination with HQ to provide support to relevant IMPACT Global Community of Practices (CoPs).

2. **Technical Support to Research Teams**
   - As a member of the SMT, contribute to the assessment of Research Team capacities and requirements;
   - Develop and implement capacity training plans for research team members;
   - Support Team Leaders in the management of team members, including the development of work plans and performance indicators.

3. **Support to Research Cycle Management**
   - Ensure all assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global REACH guidelines;
   - Oversee all Research Cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies;
   - Ensure that research design, data collection and analysis and product drafting for all relevant research cycles comply with IMPACT’s requirements, guidelines and strategic direction;
   - Facilitate the effective collaboration between assessment and technical team members throughout all steps of the research cycles;
   - Ensure relevant stakeholders and partners are engaged in assessment design and planning;
   - Actively advocate for the improvement of analysis within IMPACT products, and using common methodologies, tools and analysis frameworks across units where relevant.

4. **External Engagement**
   - In coordination with the Country Coordinator and SMT, represent IMPACT with donors, partners, and the wider humanitarian and development aid community in Moldova.
   - With the support of the Country Coordinator, ensure the development and uptake of the IMPACT activities through regular engagement with the Information Management Working Group.
The Assessment Specialist 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

- Excellent academic qualifications, including a master’s degree in a relevant discipline;
- At least 3 years of relevant working experience in a humanitarian setting, such as research, evaluation and assessments;
- Excellent quantitative and qualitative research design, data collection, and data analysis experience required;
- Experience in providing technical support and building team capacity required;
- Familiarity with the Humanitarian Program Cycle and humanitarian coordination system;
- Familiarity with core principles of remote-sensing and climate analysis is preferred;
- Excellent communication and drafting skills for effective reporting and reviewing;
- Ability to operate in a cross-cultural environment requiring flexibility and working independently;
- Ability to operate Microsoft Word, Excel required;
- Ability to operate in a restricted security environment, required;
- Skills in R or related statistical software are considered a strong asset;
- Experience with InDesign is considered an asset;
- Fluency in English required.

COMPENSATION AND BENEFITS

- Salary between 2'900 CHF and 3’100 CHF monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of $300
- Accommodation provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- R&R after 2 months in country (flight ticket up to 500$ + 200$ of living allowance)
- Contribution to the luggage transportation: between 23kg and 100kg, depending on the length of the contract
- Annual leave of 36 days per year
- 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 Tax advice (free 30-minute call with a tax consultant)
- IMPACT and ACTED prioritize the psychological safety of its staff and the health insurance provided covers, among others, up to 1000 € per year of psychosocial counselling fees