

# TOR

## DATA OFFICER

(Reference: 24|SOM|DO01)

### 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 Data Officer to support our REACH team in Somalia.**

**Department:** REACH  
**Position:** **Data Officer**  
**Contract duration:** 12 months  
**Location:** SOMALIA (MOGADISHU)  
**Starting Date:** ASAP

### COUNTRY PROFILE

Somalia's protracted and dynamic humanitarian crisis includes ongoing conflict, climate-related shocks and communicable disease outbreaks. Consecutive failed rainy seasons are exacerbating the influences of seasonal flooding and insecurity. The degradation of soil due to drought, coupled with poor soil management and soil transpiration due to high temperatures, has increased the overall vulnerability of Somali communities in semi-arid areas to seasonal flooding; while lack of water and livelihoods abets active conflict in-country. Drought, flooding and active conflict are then driving food insecurity, communicable disease outbreaks and internal displacement.

The latest IPC, published in September 2023, estimates that approximately [3.7 million](#) are experiencing high levels of acute food insecurity (i.e. IPC Phase 3 – Crisis or Phase 4 - Emergency), and the latest forecasts suggest an above average rainfall which could further adversely impact livelihoods, food security and nutrition outcomes in-country. Concurrently, high reporting of communicable diseases across Somalia persists. Cholera

cases have been continuously reported across 29 districts in Somalia since 2022. Approximately 13,652 suspected cases of cholera were recorded in Somalia between 01 January 2023 – 01 October 2023. In tandem, [39,441](#) cases of acute diarrheal disease (AWD) and [9,629](#) cases of measles were reported between 01 January 2023 - 17 September 2023. In parallel, approximately [1,552,044](#) individuals were internally displaced between 01 January 2023 – 01 October 2023 primarily due to drought, flooding and active flooding.

## FUNCTIONS

Under the line management of the Senior Data Officer in Somalia, Data Officer is responsible for the production of IMPACT's analysis products in Somalia, including the preparation of research design, support in designing sampling methods, data analysis plans, data collection tools, data cleaning scripts and processes, analysis scripts, analysis outputs and (as relevant) production of web maps and information management systems. The Data officer will support in the dissemination and evaluation stages of the research cycle. Throughout each research cycle, the Data Officer, in close liaison with the assessment and field teams, engages with partners to promote their participation in data processing, analysis or relevant topics as designated by the line manager, to maximize the uptake and use of IMPACT research. When relevant, or managing a project, he/she also ensures an efficient and transparent use of resources required for project implementation. This can include the direct supervision of data and assessment teams during data collection, analysis, or output production.

In his/her mission, the Data Officer will be hosted by IMPACT's global partner ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

## RESPONSIBILITIES

The Data Officer responsibilities include the following:

### RESEARCH PLANNING:

- Contribute towards the identification and implementation of effective and adapted data management and analysis solutions for IMPACT research in Somalia, in line with IMPACT's relevant research and data guidelines.
- Support (as designated by line manager) sampling design, creation, and management of data collection tools (ODK or KoBo), training on data cleaning and management techniques, support for data analysis set up (specifically conducted in the R environment).
- Contribute to draft research ToRs with a specific focus on sampling, data collection tools, the data analysis plan, as well as data management plan.
- Support the development of qualitative and quantitative data collection tools, ensuring requirements of research cycle/assessment are met.
- In coordination with relevant assessment and GIS officer(s), support construction of quantitative sample.
- Keep track of progress and delays of all assigned tasks throughout the research cycle. Ensure that delays or identified problems are reported by writing and orally in a timely manner.

### RESEARCH IMPLEMENTATION

- When relevant, support the identification and training of enumerators for primary data collection.
- When relevant, support oversight of data collection, in line with agreed TORs (including their Annexes), including data cleaning processes, checks and data cleaning scripts.

- In coordination with relevant assessment officer(s), document all changes in data collection that lead to a modification in the agreed TORs, ensuring that the IMPACT CC/CR and IMPACT HQ are informed and agree on the modifications.

## DATA MANAGEMENT, CLEANING AND ANALYSIS

- Monitor accuracy of data collected in line with IMPACT's Data Cleaning Minimum Standards Checklist.
- Cross check data collected in the field, ensure regular updates and solve eventual discrepancies; Manage, update and deploy monthly questionnaire.
- Maintain, update and expand R-based systems of data management and analysis for data dissemination and reporting.
- Serve as focal point for statistical analysis and quantitative reporting on assessments.

## DRAFTING OF PRODUCTS

- Ensure that all IMPACT analysis products the requirements of IMPACT and concerned partners.
- In support of the Research Manager or CC/CR, as requested, provide regular communication with IMPACT HQ on progress and deadlines for analysis outputs.
- Ensure the drafting of timely and accurate data and analysis products (such as factsheets, graphics, webmaps, dashboards), which comply with IMPACT's guidelines.
- Ensure findings are accurately reported given the data collection and analysis methodology planned in TORs.
- Ensure that all analysis outputs are validated by IMPACT HQ before external release.
- When relevant, in close coordination with IMPACT HQ, support the regular maintenance and update of online products;

## EXTERNAL ENGAGEMENT

- Upon the request of the line manager, support in consulting with partners 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, represent IMPACT in relevant meetings/ working groups.
- Follow up on issues identified by partners or during meetings / working groups.
- Promote an active use of datasets and research findings by partners and the broader humanitarian community for their decision making.
- After validation by line manager, present research findings to relevant third parties to enhance their use and impact.
- Ensure that all partner engagement and all external relations are clearly documented and communicated with the line manager and relevant colleagues.
- More generally, contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and standpoint with regard to other actors.

## KNOWLEDGE SHARING AND LEARNING PROCESSES

- Provide content and contributes to lessons learned exercises.

## PROJECT CYCLE MANAGEMENT

Upon request of the line management:

- For relevant projects, ensure compliance to project cycle management requirements and guidelines at all phases.
- Before project start, support the organization of a kick off meeting and the availability of key project management documentations to plan the efficient use of assets, financial and human resources.
- In close coordination with line management, finance and grants colleagues, monitor and regularly update the use of assets, financial and human resources, in full compliance with IMPACT's guidelines; this includes maintaining an oversight of budget availability and expenditure for assessment activities.
- Ensure that project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and HQ.
- Ensure that a project completion meeting is held and documented for all relevant projects.
- Support the line manager, finance and grants colleagues in drafting of relevant project narrative and financial reports.
- Other tasks as requested by supervisors.

## INTERNAL COORDINATION

- Actively participate in regular team meetings.
- Ensure regular coordination and exchange with relevant colleagues.
- Ensure regular communication with HQ Research Design and Data unit.
- Engage in the development and implementation of IMPACT's strategy in (country).

## DATA CONFIDENTIALITY AND PROTECTION

The Data 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

- **Research skills** Demonstrable experience of data science. Excellent data analysis skills.
- **Software skills** Advanced knowledge of R, STATA, Python or equivalent statistical software. Proven knowledge of Microsoft office including Word, and PowerPoint.
- **Years of work experience** At least 2 years of relevant working experience. Experience in humanitarian settings highly desirable.
- **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.
- **Language skills** Fluency in English required, competency in Somali an asset.
- **Security environment** Ability to operate in a complex and challenging security environment.
- Masters' degree in a relevant discipline (Computer Science, Computer Engineering, Information Management Systems, Statistics, Mathematics, etc.). Or, Bachelor's degree in relevant discipline with relevant work experience;
- Experience with cleaning and analysing large datasets required.
- Strong skills in Excel required (Advanced).
- Good understanding of various sampling frameworks.
- Ability to work independently and remotely.
- Experience with GIS applications such as ArcGIS, QGIS, Google Earth Engine, OpenStreet Map, and/or Tableau is an added advantage.
- Experience with Kobo, ODK or similar mobile data collection tools.

## COMPENSATION AND BENEFITS

- For this position, salary between 2'440 CHF and 2'760 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 a guesthouse. NB – IMPACT is hosted by ACTED in this country .
- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance
- This base is not a family duty station
- Flight tickets every 6 months & visa fees covered (in-country travel costs and professional expenses are fully covered)
- R&R after 2-3 months (flight ticket up to 500\$ + 200\$ of living allowance) if duty station allows
- 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's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ security training;
- Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.
- 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