

# Terms of Reference

## DATA SPECIALIST

(Reference: 24|YEM|DS01)

### 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 Specialist to support our team in Yemen.**

**Department:** REACH  
**Position:** **Data Specialist**  
**Contract duration:** 12 months  
**Location:** Amman, Jordan with regular travels in the region  
**Starting Date:** ASAP

### COUNTRY PROFILE

IMPACT has supported the humanitarian response to the Yemen crisis since late 2016, working extensively with the Water, Sanitation and Hygiene (WASH) Cluster, the Camp Coordination and Camp Management (CCCM) Cluster, the Cash and Markets Working Group (CMWG) and the Shelter Cluster.

The REACH team, based remotely in Amman, provides systemic assessment and Information Management (IM) support to the response through indicator review, tool design, coordination of data collection exercises, data analysis, output production, and IM platform design.

## FUNCTIONS

The REACH Data Specialist will fulfill the following functions:

Under the line management of the IMPACT Country Coordinators / Representatives or his/her delegates in the Data Specialist ensures the validity and strengthens the quality and efficiency of all IMPACT research cycles, in accordance with IMPACT's standards, partner expectations, and IMPACT's ethos of facilitating an evidence-based response. In coordination with the Country Senior Management Team, the Data Specialist will provide technical inputs at all stages of relevant research cycles, including for secondary data reviews, assessment conceptualization, research design, data cleaning, data analysis, production of information products (inclusive of maps and factsheets), and dissemination of information products, etc. S/he will be involved in partner coordination, donor reporting, presentations, and will be required to provide input to the strategic development of IMPACT. The data Specialist will also be responsible for developing and implementing a continuous capacity building program for national and international team members, and (when relevant) for providing trainings to partners.

In his/her mission, the Data Specialist 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.

## RESPONSABILITIES

### STRATEGY DEVELOPMENT & IMPLEMENTATION

The Data Specialist will participate and actively contribute to the development of IMPACT's country strategy, in support to the Country Coordinators/Representatives.

She/he may be asked to collaborate in the Senior Management Team. In particular s/he will support in identifying and concretising:

- Contribute to country, regional and unit strategies development with relevant technical and thematic contents;
- Support the development/revision of assessment/programme strategies, reports, or new proposals;
- Identify data gaps in country and develop a national data strategy;
- Ensure that data analysis strategies are implemented in a structured and coherent manner in line with project and strategic objectives and with IMPACT's guidelines and processes;
- Ensuring the national data strategy is integrated and actioned across Units and within individual work plans of data officers;
- Synergies with other data and IM actors;
- Dissemination strategies to strengthen the impact of our data and IM work;
- Engagement with IMPACT HQ in global level data priorities.

### RESEARCH PLANNING AND IMPLEMENTATION

- In coordination with the Research Manager/focal point(s), ensuring that assessments are planned in line with project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Identification of available data to inform secondary data review, in coordination with the assessment team;
- For each assessment, ensure contribution to and review of draft ToRs with a specific focus on the sampling design, data collection methodology, analysis plan, as well as data management plan,
- In coordination with Assessment team, co-construct qualitative and quantitative data collection tools, ensuring data requirements of research cycle/assessment are met;
- Develop data cleaning processes and scripts as is relevant;
- Keep track of progress and delays of all relevant data- and information-management tasks throughout the research cycle. Ensure that delays or identified problems are reported by writing and orally in a timely manner;

- When relevant, ensure that support is provided by data staff in overseeing data collection, in line with agreed TORs (including their Annexes), including validation as part of daily assessment checks;
- In coordination with the assessment team, ensure that all changes in data collection that lead to a modification in the agreed TORs are documented; and that the IMPACT Country Coordinators/Representatives and IMPACT HQ are informed and agree on the modifications.

#### DATA MANAGEMENT, CLEANING AND ANALYSIS

The data specialist will be responsible for maintaining the existing data processing systems. This involves monitoring the performance of existing data processing systems (built in R), identifying, and resolving any technical issues or bottlenecks that may arise, and implementing upgrades or enhancements as necessary to accommodate changing requirements from the different assessment teams. Additionally, it involves implementing best practices for data storage, backup, and recovery to minimize the risk of data loss.

- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (data management plan Annex);
- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Ensure data analysis conducted on collected data as per ToRs;
- Ensure that data analysis is validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties;
- Ensure the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information.

#### DRAFTING OF PRODUCTS

The data specialist will be responsible for supporting the inter sectoral assessment officer in the design and delivery of the Multi Cluster Location Assessment (MCLA), a nation-wide multi-sectoral needs assessment that informs strategic humanitarian programming. This will involve developing cleaning and analysis tools/scripts, coordinating with partners to ensure an effective use of the developed tools, and providing technical input to the partners when needed. This may involve travelling to Yemen to support partners in country with the roll out of the MCLA.

- Ensure that the data products meet the requirements of IMPACT and concerned partners;
- Maintain regular communication with IMPACT HQ on progress and deadlines for data analysis products;
- Ensure the drafting of timely and accurate products (including factsheets, graphics, webmaps and dashboards), which comply with IMPACT's guidelines;
- Ensure that products are validated by IMPACT HQ before external release;
- When relevant, in close coordination with IMPACT HQ, support the regular maintenance and update of web products.

#### TEAM FUNCTIONAL AND LINE-MANAGEMENT

The data specialist will be responsible for managing the data unit, including 1) staff, 2) research and 3) project management. This includes assigning tasks to team members, ensuring that data collection, cleaning, analysis, and reporting processes are carried out efficiently and accurately, and coordinating with the research managers and assessment teams to meet the research cycles deadlines. Additionally, it involves establishing and maintaining an internal project management process specifically designed for the data unit. This process serves to streamline the data requests, oversee ongoing activities, identify periods of high workload, and facilitate necessary adjustments when needed. Ultimately, the objective is to streamline the data unit work, optimize resource allocation, and enhance the overall effectiveness of the data unit in supporting the implementation of the different research cycles.

- Close collaboration with Research Managers or CC/CRs, work planning and technical guidance of the relevant data staff; in addition to direct line management of cross-unit data staff

- Conduct regular meeting with all international and senior national data team members to assess progress in all research cycles and to review work plan;
- Reviewing data staff work throughout research cycles (clean datasets, analysis scripts, maps, etc.)
- Bilateral management of international and senior national data team members as needed, including (in consultation with IMPACT Country Coordinator) the conduct of appraisals, as well as participation in staff career management;
- In coordination with Country Coordinator, conduct induction for new staff members, and provide ongoing training for staff;
- Be available to provide regular support and technical backstopping.

#### INTERNAL KNOWLEDGE SHARING, LEARNING AND CAPACITY BUILDING

Conduct regular reviews and assessments of existing processes to identify inefficiencies or areas for improvement, soliciting feedback from team members, and implementing changes or enhancements to enhance productivity, quality, and effectiveness. Additionally, it involves staying informed about emerging trends and best practices in data management and analysis, and leveraging new technologies or methodologies to drive continuous improvement.

- Identify capacity gaps, and resolve to bridge these through targeted capacity building, training, performance monitoring, and backstopping where needed;
- Support to the line managers and specialists in the development and implementation of capacity training plans for data, assessment and other team members;
- Conduct and support regular training to the teams, including regular updates on IMPACT guidelines, adapted (to context) training modules, learning on the job; complement in house training material with external resources, if and as relevant;
- Ensure impact of trainings and progression of staff is monitored;
- Pro-actively provide regular technical support and backstopping to the data and assessment teams;
- Pro-actively monitor risks on data quality across all research cycles and ensure any issues flagged to management in country and HQ Research design and data unit.
- Support to data and Assessment teams to systematically review the efficiency and quality of research cycles and information products;
- Support monitoring and evaluation for relevant Research Cycle, as specified in the research ToRs and in line with IMPACT Guidelines;
- Contribute to generating and documenting robust lessons learned at the end of relevant Research Cycle;
- Ensure knowledge and learning processes are shared across the region and with HQ;
- Able and available to engage with Global Units and global learning processes, such as methodology notes, lessons learnt, Communities of Practice, etc;
- Continuously seek to improve and innovate IMPACT assessments, information products and processes to identify and meet information gaps in the humanitarian response in order to support in the facilitation of an evidence-based response;
- Work closely with other specialists in the region to develop, implement and monitor a multi-disciplinary training and learning plan for IMPACT teams;
- More generally, contributes to creating a culture of rigour, innovation and learning within IMPACT's operations.

#### EXTERNAL ENGAGEMENT

- Under the coordination of the IMPACT Country Coordinators/Representatives, ensure that relevant partners are consulted and involved in the preparation of data products;
- In coordination with the IMPACT Country Coordinators/Representatives, engage in relevant technical fora in country (e.g. IM/data working groups);
- In support of the IMPACT Country Coordinators/Representatives, engage with other organisations engaged with the maintenance of data, ensuring IMPACT databases are up-to-date and in line with Common Operational Datasets (CODs) and Fundamental Operational Datasets (FODs);

- In coordination with the IMPACT Country Coordinators/Representatives, support the presentation of data products to relevant third parties, to enhance their use and impact.

#### DISSEMINATION

- Ensure the strictest confidentiality of data and data processes. The Data Specialist will actively take measures to prevent the unauthorized sharing of information and data;
- In coordination with IMPACT HQ, ensure that data products are uploaded on relevant data portals, as specified in Research ToRs.

#### DATA CONFIDENTIALITY AND PROTECTION

The Data 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

### DATA SPECIALIST

- **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline: software engineering, computer science, data science or related fields
- ❖ **Research skills** Excellent research and analytical skills required, including a sound understanding of sampling frameworks and their application, an ability to analyse large data sets, as well as conduct temporal or spatial trend analysis. Demonstrable experience of data science. Excellent data analysis skills.
- ❖ **Software skills** Advanced knowledge of R, STATA, Python or equivalent statistical software.
- ❖ Good command of Git / GitHub (or other version control systems)
- ❖ Proven knowledge of Microsoft office including Word, Excel, and PowerPoint. Knowledge of ArcGIS an advantage.
- ❖ Advanced technical skills with regards to software development (software architecture, design patterns) and the use of programming languages
- ❖ **Experience** 4+ years of professional experience building data pipelines and automation tools for data processing
- ❖ **Familiarity aid system** Familiarity with the aid system and with the research community;
- ❖ **Training skills** Ability to conduct trainings and mentor IMPACT teams and partners on assessment skills;
- ❖ **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** Strong existing ability to work independently in support of colleagues and partners;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Soft Skills** Demonstrable creative thinking and innovation skills  
Team management experience  
Good organizational and prioritization skills, and ability to work in a fast-paced environment
- ❖ **Experience in geographical region** Past experience in the MENA region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Arabic an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment

## Desirable

- ❖ Strong statistical and analytical skills, including a good understating of sampling methodologies and frameworks.
- ❖ Experience working with survey data and data collection tools (ODK, KOBO)
- ❖ Experience with data visualization tools such as Tableau, PowerBI or R Shiny
- ❖ Proficiency in SQL for data querying, manipulation and database management. Experience in database administration is highly desirable.
- ❖ Demonstrated ability to utilize scripting languages such as bash to automate tasks and streamline workflows and experience in managing Linux servers

## COMPENSATION AND BENEFITS

- For this position, salary between 3,000 CHF and 3'240 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. Depending on the country situation, a contribution to a housing allowance of up to 75% of country-specific benchmark can be considered instead.
- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance
- On a case-by-case basis, accompanied status and relevant benefits can apply (health insurance and flight tickets for dependents, education allowance for children) -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'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