

ASSESSMENT OFFICER FOR MYANMAR (CASH AND MARKETS)

(Reference: 25|MMR|AO01)

BACKGROUND ON IMPACT AND REACH

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 based 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 Officer to support our team in Myanmar.

Position: Assessment Officer

Contract duration: 6 months

Location: Yangon

Starting Date: May 2025 (ASAP)

COUNTRY PROFILE

Myanmar's complex and multi-faceted humanitarian crisis is characterised by armed conflict, inter-communal tensions and vulnerability to natural hazards. The February 1st 2021 military takeover further exacerbated pre-existing vulnerabilities, leading to heightened needs amongst the population, with an estimated 19.9 million people, or a third of the country's population, now estimated to be in humanitarian need. Ongoing clashes continue to trigger displacement with more than 3.5 million people reportedly internally displaced. The 28 March 2025 earthquake has also further exacerbated needs and displacement.

The REACH team – based in both Yangon and Bangkok – has been supporting the humanitarian response in Myanmar since 2022 through the implementation of various assessments, including yearly Multi-Sector Needs Assessments (MSNAs), Joint Market Monitoring Initiative, Areas of Concern Assessments and other assessments. REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

FUNCTIONS

Under the line management of the REACH Research Manager, the Assessment Officer will be supporting on the implementation of assessments, including research design, preparation, data collection, analysis, output drafting, dissemination and evaluation stages. He/she is also responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of IMPACT in Myanmar.

More specifically, the Assessment Officer will be responsible for the design and implementation of market assessments (Joint Rapid Assessments of Markets and Joint Market Monitoring Initiative) in response to the

recent earthquake. In addition, they will provide cross-cutting technical support on other assessments implemented in the mission, requiring a solid understanding of the assessment cycle, quantitative methods and results reporting.

The Assessment Officer will closely coordinate with other members of the REACH country team to ensure the effective implementation of market assessments. This includes Partnerships team members to ensure smooth collaboration on training, data collection and data cleaning processes, as well as Data team members to jointly design and implement data collection monitoring, data cleaning and data analysis procedures.

In their mission, the Assessment 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 Assessment Officer will be responsible for the following:

RESEARCH PLANNING AND IMPLEMENTATION

- Lead on the development of research cycle methodology, developing project TORs in line with partners' and IMPACT's requirements and principles;
- Design of assessment tools, jointly with relevant external stakeholders;
- Development of training materials for field teams alongside partnership team;
- Ensure field testing of tools and sampling to ensure robustness of approach prior to rollout of data collection
- Monitor ongoing data collection, and conduct daily data follow-up to ensure correct implementation in line with agreed TORs;
- Lead data cleaning process with support from data and partnership colleagues;
- Provide support to the data team for quantitative analysis;

DRAFTING OF RESEARCH PRODUCTS

- Lead on the drafting of relevant outputs (e.g. factsheets, reports, briefs) for different research cycles according to the designated timeline, and in line with partners requirements and IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact in line with their intended use;
- Maintain regular communication with country management and IMPACT HQ on progress and deadlines for written products;
- In collaboration with the Research Manager, support the identification and drafting of complementary analytical products making use of the data collected.

EXTERNAL ENGAGEMENT

- Under supervision of the Research Manager, support engagement with relevant external actors including the Cash and Markets Working Group, Clusters and Cross-Cutting Issues Working Groups;
- Ensure that relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learned;
- Present research findings to relevant stakeholders in order to enhance their use and impact;
- 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 stand-point with regard to other actors.

KNOWLEDGE SHARING AND LEARNING PROCESSES

- In coordination with country management, support the monitoring and evaluation, as specified in the research ToRs and in line with IMPACT Guidelines;
- In collaboration with the Research Manager, organize and set up external Lessons Learned discussions with relevant external stakeholders and facilitate internal lessons learned exercises;
- Generate and document robust lessons learned at the end of the Research Cycle;

DATA CONFIDENTIALITY AND PROTECTION

The Assessment 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

- ❖ **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- ❖ **Years of work experience** At least 2 years of relevant working experience in humanitarian or development settings;
- ❖ **Research skills** Proficiency and proven experience with quantitative research methods. Experience in assessments, M&E, field and/or partner-led evaluations an asset;
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, including Excel, PowerPoint and Word. Experience with InDesign a strong asset. Knowledge of R, SPSS and/or STATA or other statistical analysis software are an advantage;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills (in English) for effective reporting;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines and effectively communicate with other team members, including in a remote set-up;
- ❖ **Level of independence** Proven ability to work independently;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;

- ❖ **Experience in geographical region** Past experience in Myanmar or the South-east Asia region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Burmese or other Myanmar language is an asset.

COMPENSATION AND BENEFITS

- ❖ For this position, salary between 2'220 CHF and 2'280 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD, and food allowance *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 provided in a guesthouse.
- ❖ Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance
- ❖ Accompanied status does not apply to this position
- ❖ 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' 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 fee