

SENIOR ASSESSMENT OFFICER

(Reference: 25|SOM|SA001)

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 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 Senior Assessment Officer to support our team in SOM.

Department: REACH
Position: Senior Assessment Officer
Contract duration: 6 months
Location: Mogadishu
Starting Date: May 2025

COUNTRY PROFILE

Somalia remains within a complex and protracted crisis due to active conflict, the presence of non-state armed actors, the persistent presence of communicable diseases and climate-driven onset shocks – including droughts and flooding. Conflict and natural disasters continue to drive displacement and constrain the availability of resources, while the presence of armed groups severely impedes the level of access and support provided by humanitarian actors. The combination of restricted access to resources, drought, and flooding further exacerbates the possibility for outbreaks of communicable diseases like measles, cholera, and acute watery diarrhea (AWD),

Against this backdrop, IMPACT Initiatives has developed a wide range of research cycles to provide an evidence-base for the humanitarian community. This includes support to the Somali Cash Consortium, the Joint Market Monitoring Initiative, Detailed Site Assessments (DSAs), the Durable Solutions Readiness Assessment (DSRA); and leadership of the Multi-Sectoral Needs Assessment (MSNA), Humanitarian Situation Monitoring (HSM), Rapid Needs Assessments (RNA).

FUNCTIONS

Under the line management of the IMPACT Deputy Country coordinator, the Senior Assessment Officer is responsible for the implementation of IMPACT's MSNA research cycle in Somalia, including the preparation, data collection, analysis, drafting, dissemination, and evaluation stages. Throughout the MSNA, the Senior Assessment Officer engages with partners and stakeholders to promote their participation and maximize their impact. They also ensure an efficient and transparent use of resources required for project implementation.

This position requires strong research skills (particularly in quantitative and mixed methodology sampling), willingness to work in hardship location, an analytical mind, creativity, independence, and an interest in the national and regional context. Candidates should have strong writing and presentation skills and be able to clearly think through and articulate implications of research findings, as well as engage with external stakeholders in the design and dissemination of the research cycle. The position will regularly require interpreting data, highlighting relevant findings, writing engaging briefs and factsheets, presenting findings to external audiences with varying amounts of data literacy, and guiding colleagues in how to think more analytically about their own research.

BACKGROUND OF MULTI SECTORAL NEEDS ASSESSMENT

IMPACT HQ in Geneva support the work of Multi-Sector Needs Assessments (MSNAs) in more than 20 countries. As a result of the World Humanitarian Summit and the Grand Bargain, a commitment was made to “impartial, unbiased, comprehensive, context sensitive, timely and up to date” joint needs assessments that can serve as “a sound evidence base for humanitarian response plans”. These exercises have been informing consolidated humanitarian appeals since 2016. Since 2016, the number of MSNAs supported by REACH has more than quadrupled; MSNA data continues to influence flagship humanitarian response processes such as Humanitarian Needs and Response Plans (HNRPs). This indicates that evidence-based decision making is increasingly becoming a cornerstone of effective humanitarian action.

RESPONSIBILITIES

The Senior Assessment Officer is responsibilities include:

RESEARCH CYCLE MANAGEMENT

- Anticipate knowledge gaps prior to the execution of a Research Cycle through strong understanding of the Somali context.
- Ensure that required secondary data review and/or analysis has been conducted in preparation of an assessment.
Ensure that all research cycles are planned in line with the country strategy, relevant research and project objectives and with IMPACT’s research cycle and other relevant guidelines.
- Design research approaches and methodologies according to IMPACT’s requirements and principles as well as partners’ information needs.
- Compose and construct, in close coordination with GIS and data teams, qualitative and quantitative data collection tool.
- Ensure relevant stakeholders and partners are engaged in research design and planning.

STAFF MANAGEMENT AND TRAINING

- Line manage the MSNA Assessment Officer directly and lead the MSNA team throughout the research cycle
- In close liaison with the Field Manager and Ops teams (field officer and logistics team), manage assessment logistics, including with partner organizations, identifying assessment areas, facilitating design workshops, managing joint data collection processes, and facilitating joint analysis workshops.
- In close liaison the Ops teams, ensure logistics, financial, administration, security and HR processes directly related to ongoing and upcoming assessments are appropriately planned, implemented and coordinated with the relevant ACTED departments.

- In close liaison with data colleagues, provide quantitative, qualitative, and spatial data analysis on primary and/or secondary data as per ToRs, ensuring that meaningful techniques are used to analyze the data collected.
- Promoting capacity building across the IMPACT Somalia mission related to deepening analytical capacities using existing research (capacity building portfolio will depend on level of experience)
- Providing day-to-day direct and indirect management of the research team within their unit/workstream, and field team during data collection.

INTERNAL COORDINATION

- Interacting autonomously with HQ departments and serve as mission focal point for HQ's HPPU unit and specialists in particular themes or technical areas.
- Engage in the development and implementation of IMPACT's strategy in Somalia
- Conduct regular meetings with relevant national and international assessment staff members to assess progress in relevant research cycles and to review work plan.
- For all activities, ensure that all assessment and field teams are comprehensively briefed on objectives, expected outputs and that the overall implementation strategy is clearly understood.
- Ensure that project/field staff are given required training and resources to achieve their tasks in line with IMPACT and project requirements. Support to the line managers and specialists in the development and implementation of capacity training plans for team members.
- Be available to provide regular support and technical backstopping; regularly debrief team members to receive feedback on the progress of an activity.
- In coordination with line manager, contribute to conduct induction for new staff members, including training in basic technical competencies for research design, implementation and analysis.

DISSEMINATION MANAGEMENT

- Ensure the drafting of timely and accurate outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc which comply with 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 for the relevant audiences.
- Follow the designated timeline of reports to be submitted to project partners and donors. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner.
- Maintain regular communication with country Management and IMPACT HQ on progress and deadlines for deliverables
- Ensure that all written products are validated by IMPACT HQ before external release.

EXTERNAL ENGAGEMENT

- 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 learnt.
- After validation by the line manager, represent IMPACT in relevant external 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, disseminate research findings to relevant third parties in order 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 stand-point with regard to other actors.

DATA CONFIDENTIALITY AND PROTECTION

The Senior 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

- ❖ **Years of work experience** 3 years of relevant working experience in a humanitarian setting, such as assessments, monitoring and evaluation, research design and analysis, etc.
- ❖ **Research skills** Excellent quantitative and qualitative research data analysis experience required. Ability to adapt, implement and interpret methodology, sampling and analysis to a high standard
- ❖ **Familiarity with the humanitarian and aid system** Good understanding of the aid system and the research community. Prior experience with humanitarian coordination forums preferred
- ❖ **Thematic experience** Prior experience with MSNA type of research and humanitarian assessments is an asset. Prior experience working with components of FSL/public health is highly desirable
- ❖ **Communication/reporting skills** Excellent verbal and written communication and drafting skills for effective and accurate reporting required
- ❖ **Academic qualifications** Excellent academic qualifications, preferably including a Master's degree in relevant discipline (e.g. international studies, development, humanitarian response, data science, political science, statistics, etc)
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Advanced skills in R, SPSS and/or STATA or other statistical analysis software are an advantage; Experience with InDesign an asset.
- ❖ **Level of independence** Proven ability to work independently.
- ❖ **Experience in geographical region** Past experience in the HoA region is desirable; or any other emergency context where access is challenging.
- ❖ **Language skills** Fluency in English required, competency in Somali an asset.
- ❖ **Security environment** Openness to working in a high-risk security zone required. Ability to operate in a complex and challenging security environment. Ability to prioritize self-care and well-being

CONDITIONS

- ❖ For this position, salary between **3'000 CHF** and **3'120 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. NB – IMPACT is hosted by ACTED in this country [to be adjusted depending on the country]
- ❖ Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance
- ❖ 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)
- ❖ 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