

Terms of Reference

Assessment/Data/IM Officer – Global WASH Cluster/Field Support Team

(Reference: 25|HQ|SDO01|)

ABOUT IMPACT AND REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in research design; data collection, management and analysis; GIS and remote-sensing.

We are currently looking for a Data Officer to support the implementation of IMPACT's WASH support through the Global WASH Cluster's Field Support Team. This position will have dual reporting line to the Sectors and Thematics Unit (STU) for Global Programmes within IMPACT, as well as the Deputy WASH Cluster Coordinator for the Global WASH Cluster.

OVERVIEW

Department:	Global Programmes
Position:	WASH Assessment/Data/IM Officer
Contract duration:	Fixed
Location:	Remote support from country office
Starting Date:	ASAP
Ending Date:	October 2025

FUNCTIONS

Under the supervision of the Global WASH Cluster (GWC) Field Support Team (FST) Manager and IMPACT's Public Health Specialist, and under the technical management of the Deputy Global WASH Cluster Coordinator (Operational Support), the Data Officer will support the GWC in improving and strengthening evidence-based humanitarian coordination. The position is based in one of IMPACT's country field teams (Dakar, Amman, etc.) focusing on remote support to the Global WASH Cluster and WASH National Coordination Platforms (NCPs).

Coordination and Representation

- As directed by the Deputy Global WASH Cluster Coordinator, represent the Cluster/Sector/Working Group IM function at all levels and coordinate with others within the function to ensure effective communication, reporting and engagement.
- Actively engage with other IMs through relevant IMWGs, including leading or participating in the Cluster/Sector/Working Group IMWG and representing the Cluster/Sector/Working Group on the inter-cluster IMWG.

Support to Secondary Data Analyses for WASH Prioritization

- As directed by the Deputy Global WASH Cluster Coordinator, provide support to NCPs for the HNO/HRP process including People in Need calculations, Severity Classifications, and JIAF support. This may include remote implementation support to NCPs, providing technical support and guidance, or capacity building through webinars/clinics.
- Support the development and implementation of internal IMPACT analyses such as the Acute Needs Analysis Minimum Viable Products (ANA MVAP), with a focus on WASH related components.
- Support the development of the WIA through engagement in its technical working group. Support the implementation of WIA system at country level.
- Support and implement regular secondary data reviews as needed.

Exploratory Analysis of WASH Data in Emergencies

- As directed by the Deputy Global WASH Cluster Coordinator, conduct exploratory analysis of MSNA data, and other WASH data sources, to help inform WASH prioritization and planning decisions. Including drafting of the methodology and approach in a concise ToR. This may include, but is not limited to,
 - Identifying inter-sectoral correlations with WASH needs
 - Identifying key linkages with sectoral variables and WASH-related morbidities
 - Explore the feasibility of using key informant data to effectively triangulate WASH needs
 - Explore other research questions as needed that may provide novel, evidence-based learning for the WASH Cluster

Ad Hoc Support to Assessment and IM Functions

- As directed by the Deputy Global WASH Cluster Coordinator, support NCPs directly or indirectly in the creation and implementation of Assessment and IM strategies, as well as support to data collection and analysis plans considering the information needs of stakeholders and that are compliant with standards and protocols for ethical data and information management.
- As directed by the Deputy Global WASH Cluster Coordinator, provide technical support, and when necessary direct backstopping, to NCPs either directly or indirectly (via WASH IM or IMPACT's field teams) in implementing core IM functions and processes. This may include, but is not limited to:
 - Create, manage, and maintain of core IM tools including activity reporting and response monitoring databases such as 3/4/5 Ws, WASH Cluster partner contact lists, and other as specified by the NCP.
 - Create and implement online surveys via KoboToolbox, or other platforms, to collect data for WASH IM workstreams.
 - Create accurate, quality, and timely information products to visualize and disseminate IM workstreams (surveys, program data, etc.) that are in line with agreed style guidelines for the WASH Cluster.
 - Disseminate information and information products through appropriate channels.

- Maintain and ensure the accessibility of a common and shared secure storage system.
- Gather feedback on IM products and use to make improvements.
- Support, and conduct when necessary, data processing including organizing, cleaning, triangulating, evaluating, and validating data.
- Analyse data to meet identified information needs of the Cluster / Sector / Working Group members and other stakeholders.

REQUIREMENTS

- Master's degree in a relevant field (data science, public health, economics, statistics, engineering, development / humanitarian studies, etc.).
- Minimum 2 years (3 preferred) of experience in assessment, information management, monitoring and evaluation, or operational research.
- Minimum 2 years (3 preferred) of field experience in complex humanitarian crises.
- Proven track record of successful implementation of humanitarian assessments.
- Familiarity with the humanitarian coordination architecture and mechanisms.
- Fluent English and good command of another language. French or Arabic language knowledge is an advantage.
- Resilience to stress and ability to work under difficult conditions.
- Computer skills, including Excel, PowerBI, InDesign, Geospatial software such as QGIS or ArcGIS. Knowledge of R a strength.
- Experience using mobile data collection software, such as Kobo toolbox.

TECHNICAL REQUIREMENTS

IM technical knowledge and skills

- Data planning skills including:
 - Developing and implementing an IM strategy and data collection and analysis plan.
- Data collection skills including:
 - Conducting SDR using appropriate platforms and tools such as DEEP (the humanitarian secondary data review & analysis platform) or Excel,
- Designing and implementing primary data collection.
 - Data processing skills including:
 - Knowledge of data protection best practices, standards and protocols, regulations and legislation.
- Data analysis and management skills including:
 - Aggregating data from multiple sources using a variety of tools such as Excel, CSV, SQL, KoBo, APIs etc.
 - Analysing data to create information useful for strategic decision-making,
 - Creating and maintaining databases using MS Excel, MS Access or other databases
- Communication skills including:
 - Presenting information clearly in accurate and accessible information products,
 - Designing and creating static and data dynamic visualizations and dashboards using MS Power BI, Tableau, Adobe Illustrator, InDesign and MS Office,
 - Creating basic and advanced maps using GIS and map-making packages such as ArcGIS, MapInfo, QGIS, and the Adobe creative suite,

- Storing, publishing and disseminating products through various channels such as Power BI's online service,
- Website management skills.
- Gathering and actioning feedback on IM processes and products.

COMPENSATION & BENEFITS

Salary to be determined depending on duty station, 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.

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).

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.

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.