

## LEBANON – RESEARCH MANAGER – HUMANITARIAN PLANNING AND PRIORITISATION UNIT

(Reference: 26|LBN|RM01)

### 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 a Research Manager to support our Humanitarian Planning & Prioritization Unit (HPPU) for the Lebanon mission**

**Position:** Research Manager  
**Starting Date:** 15<sup>th</sup> June / max 1<sup>st</sup> July 2026  
**Duration:** 6 months **with the possibility of extension subject to funding confirmation.**  
**Location:** Beirut, Lebanon

### COUNTRY PROFILE

In Lebanon, several years of multi-layered, overlapping shocks have led the country into a nation-wide socio-economic crisis. This crisis, reflective of fundamental vulnerabilities in Lebanon's economic structure, fragile political environment, deep-rooted social and communal tensions, have vastly increased household need and vulnerabilities throughout the country. Further, the current crisis has affected refugee needs due to the protracted Syrian refugee crisis in Lebanon, in its tenth year. Indeed, Syrian refugees are not the only vulnerable population group from outside Lebanon affected, approximately 200,000 Palestine Refugees in Lebanon (PRLs), located in and out of camps for nearly 70 years, continue to be subject to policies and law that preclude them from basic household functions such as the right to work, public services, and property ownership. Further, approximately 180,000 migrants are also present in Lebanon, facing needs related to protection, livelihoods, food security, and shelter.

As the trajectory of Lebanon continues to be along downward spiral, continual provision of empirical evidence to investigate the impact of continued shocks and socio-economic deterioration of a fragmented, heterogenous population within Lebanon's borders, is necessary.

### POSITION PROFILE

The Research Manager will be responsible for overseeing the development and strategy of the Humanitarian Planning and Prioritisation Unit (HPPU), under the supervision of the IMPACT Deputy/Country Representative, and IMPACT HQ in Geneva. The candidate should be comfortable representing IMPACT with donors and be

able to coordinate and liaise with a range of senior external partners. This position requires a profile that can be both analytical and managerial, as the Research Manager's job can range from coordinating with external partners (whether data actor, humanitarian cluster, or donor) to analytical oversight of research products to logistics. The Research Manager will also play a key role in ensuring IMPACT responds to sudden-onset shocks, whether through coordination in the response or through utilising monitoring tools.

The Research Manager's responsibilities will include:

## STAFF MANAGEMENT

- Direct management of team members (seniors and non-seniors), including recruitment and staff in career management. The HPPU currently consists of four contracted staff;
- Development and implementation of capacity training plans for team members;
- Day-to-day management of team members, including the development of work plans and performance indicators.

## PROJECT/RESEARCH CYCLE MANAGEMENT

- Ensure all assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global REACH guidelines;
- Oversee all research cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies;
- Ensure the writing and production of timely, accurate and analytically rigorous reports, assessments, and factsheets;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure timely completion of projects;
- Actively advocate for the improving of analysis within REACH products, and using common methodologies, tools and analysis frameworks across units where relevant;
- Provide SMT and other staff members with key findings from monitoring research cycles and from within the coordination structure.

## REPRESENTATION OF IMPACT IN THE AAWG AND OTHER WORKING GROUP

- Represent IMPACT in the AAWG to understand critical system-wide information gaps and identify how the AAWG can effectively fill these gaps;
- Represent IMPACT in other WG/Sectoral meetings as required.

## GRANTS MANAGEMENT

- Under the guidance of the (Deputy) Country Representative, manage grants in the HPPU, including initial discussions with donors, conceptualisation of new projects, drafting proposals, regular reporting, and M&E;
- Under the guidance of the (Deputy) Country Representative, oversee the financial management of all grants covering HPPU projects, including oversight of budget and expenditure;
- Ensure that contractual obligations are met in terms of programs deliverables.

## EXTERNAL ENGAGEMENT

- In coordination with the (Deputy) Country Representative, represent IMPACT/REACH with donors, partners, and the wider aid community in Lebanon.

## STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the (Deputy) Country Representative, develop the HPPU strategy (in line with the

- country strategy), engagement and involvement with various technical and coordination forums;
- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Lebanon and identify how the HPPU can fill these gaps;
- Contribute to the development and implementation of the REACH Lebanon country strategy, including coordinating with the heads of other research and analysis units and teams;
- Develop and implement dissemination strategies to strengthen the impact of the HPPU programmes;
- Engagement with HQ on HPPU research and/or coordination and provide support to relevant IMPACT Global Community of Practices (CoPs).

The Research Manager will maintain the strictest confidentiality on all data collected and related processes. They 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.
- ❖ **Familiarity with aid system** Strong understanding of the aid system and the research community. Knowledge of the humanitarian program cycle (HPC) and the humanitarian coordination structure is required.
- ❖ **Thematic experience** Prior experience coordinating interagency assessments or monitoring activities, as well as experience working on an MSNA is an asset.
- ❖ **Communication/reporting skills** Excellent verbal and written communication and drafting skills for effective reporting required.
- ❖ **Academic qualifications** Excellent academic qualifications, including a master's degree or equivalent in a relevant discipline (e.g. international studies, development, humanitarian response, data science, political science, etc.).
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Familiarity with R, SPSS and/or STATA or other statistical analysis software an asset
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.
- ❖ **Experience in geographical region** Past experience in the region/supporting is desirable
- ❖ **Language skills** Fluency in English required, competency in Arabic is an asset but not necessary.

## COMPENSATION & BENEFITS

- ❖ For this position, salary between 3'180 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 provided in the 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's 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.