

PROJECT DEVELOPMENT OFFICER IMPACT

Reference: 23/AFG/PDO01

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 Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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, 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 Project Development Officer to oversee project development activities in the Afghanistan mission

Position: Project Development Officer
Contract duration: 12 months
Starting Date: March 2023
Location: Kabul, Afghanistan or Regional

COUNTRY PROFILE

IMPACT has been active in Afghanistan since 2016, launching its flagship REACH and AGORA initiatives in 2018. Working across all 34 provinces, including hard-to-reach areas, the Afghanistan team's research supports and facilitates emergency response efforts immediately following conflict or natural disaster as well as more long-term oriented resilience and recovery activities. IMPACT Afghanistan has three research portfolios that focus on programming in each of these areas: one portfolio focuses on inter-sectoral research that feeds directly into emergency humanitarian response, the second works closely with partners and coordinating bodies to improve and increase the sustainability of programs, and the third uses area-based assessments to support longer-term durable solutions in Afghanistan.

While IMPACT has established strong programming around data collection and coordination with the broader humanitarian response, more remains to be done on ensuring that existing data is interpreted, analyzed, and used to improve response objectives. To this end, IMPACT Afghanistan is currently looking for an Assessment Specialist (Analyst) to lead on analysis of specific topics of interest to the response using both internal and external data sources, as well as to build capacity within the larger mission for the use and interpretation of data.

POSITION PROFILE

Under the management of the Country Coordinator (CC), the Project Development Officer (PDO) is responsible to support the identification, development and management of grants in the Afghanistan mission. The ideal candidate would have attention to detail, strong writing skills, good communication skills, and be interested in working within a dynamic and motivated team to improve project development in support of the IMPACT Afghanistan response.

The Project Development Officer's responsibilities may include (dependent on seniority of profile):

1. Support to positioning

- Context analysis: support to analyzing Afghanistan's humanitarian situation, donor trends, funding trends, needs and gaps, stakeholder analysis
- Strategy development: contribute to development of mission program strategy in alignment with IMPACT global strategy and road map through engagement with external actors and context monitoring
- External engagement: may engage with donors and donors working groups, may contribute to partners mapping and identifying potential relevant international or local partners, support overall cooperation with IMPACT's sister organization ACTED in relation to project development and grants management to ensure regular communication and synergies

2. Support to fundraising

- Support identification of funding opportunities and donors to ensure funding continuity as well as support diversification of IMPACT Afghanistan's donor portfolio through tracking funding opportunities
- Ensure fundraising activities are appropriately tracked in Funding Tracker or similar tool

3. Support to communications

- Act as point of contact for donor communications, work to improve and maintain relationships with donors
- Establish and maintain regular working relationships with IMPACT partners, NGOs, UN agencies, relevant working groups, consortia, and academia in relation to project implementation and proposal development
- Maintain an up to date directory of donors, international and local NGOs, partners and stakeholders

4. Proposal development and contracting

- Oversee project proposal conceptualization (problem statement, logframe), and development of fundraising documents (expressions of interest, concept notes) in close collaboration with country mission and HQ
- Liaise with coordination, research, finance, and operations departments to ensure proposals are technically and financially sound
- Address and coordinate timely response and submission of proposal to donors in coordination with country and HQ teams
- In coordination with the Country Coordinator and IMPACT HQ, review and negotiate proposals and/or contracts with donors
- Contribute to due diligence exercises of funding partners

5. Project implementation and reporting

- Ensure timely completion of grant related processes such as project cards, monthly reporting follow up, and reporting deadline tracker
- Ensure timely kick off meetings are held involving project focal points
- Ensure contractual obligations are clearly defined and communicated internally
- Ensure ad hoc requests from donors are addressed in coordination with country teams
- Implement and oversee project specific filing system for grant management
- Oversee development of quality project narrative and M&E reports, liaising with program and finance teams in preparing reports
- Ensure that any grant partners are informed in relation to contractual modalities as well as IMPACT policies and

procedures, may involve coordinating with partners on reporting as well

The Project Development Officer 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

- Excellent academic qualifications, including a master's degree or equivalent in a relevant discipline (e.g. international studies, development, humanitarian response, political science, etc.);
- Familiarity with the humanitarian coordination system, and understanding of donor and governmental requirements, required;
- Excellent communication and drafting skills for effective reporting, required;
- Excellent ability to operate the Microsoft Office Suite, including Word, Excel, PowerPoint, and Office365 required;
- Coordination and organizational skills required, including ability to manage large workloads and effectively meet deadlines, as well as attention to detail;
- Fluency in English, required;
- A self starter with a proven ability to work independently;
- Solution-oriented, flexible, and ability to operate in a cross-cultural environment;
- Experience with program development and reporting writing an asset;
- Understanding of the Afghanistan context an asset.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free lodging provided at the organisation's guesthouse or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance