

## Job Description

### CASH AND MARKETS ASSESSMENT OFFICER

#### REACH YEMEN

(Reference: 23/YEM/AO02)

#### 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 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. 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 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 REACH Assessment Officer to support our REACH Yemen team.**

**Department:** REACH  
**Position:** Assessment Officer – Cash and Markets  
**Contract duration:** 6 months (renewable)  
**Location:** Amman, Jordan (with potential travel to Yemen)  
**Starting Date:** ASAP

#### COUNTRY PROFILE

After more than eight years of conflict, millions of people in Yemen are experiencing the compounded effects of armed violence, ongoing economic crisis and disrupted public services. In 2023, an estimated 21.6 million people will need humanitarian assistance and protection services. The direct effects of the conflict – from airstrikes, to sieges of population centers and blockages – continue to have severe effects on the population. Other aspects, such as deterioration of basic service infrastructure and a fuel crisis also have enormous impact on Yemenis. Food insecurity is a the main driver behind the number of people in need with approximately 17.3 million people in need of food and agriculture assistance. In addition, natural hazards, such as heavy rains and flooding cause deaths and injuries, destroy infrastructure and livelihoods, and increase the spread of diseases. The loss of livelihoods, when combined with the depreciation and general volatility of the Yemeni currency, has made the purchase of basic everyday necessities difficult for most Yemenis. Overall, 1.6 out of 4.5 million (36%) Internally Displaced Persons (IDPs) live in more than 2,400 substandard IDP Hosting Sites with inadequate or without access to predictable assistance and services.

REACH has supported the humanitarian response to the Yemen crisis since late 2016, working extensively with the Camp Coordination and Camp Management (CCCM) Cluster, the Water, Sanitation and Hygiene (WASH) Cluster, the Cash and Markets Working Group (CMWG) and the Shelter Cluster. The REACH team, based remotely in Amman, provides systemic assessment and Information Management (IM) support to the response through indicator review, tool design, coordination of data collection exercises, data analysis, output production, and IM platform design. Given the challenging context in Yemen, REACH is constantly working to find new and innovative ways to effectively inform the humanitarian response.

## POSITION PROFILE

REACH Yemen is seeking an Assessment Officer (AO) to support our work focused on cash and markets in Yemen. Under the supervision of the Team Leader, the AO will support all research cycles related to cash and markets, including the research design, preparation, data collection, analysis, output drafting, dissemination, and evaluation stages. This support will be provided for several assessments and monitoring exercises including monthly market monitoring, rapid market assessments and household expenditure assessments. Additional activities are determined through close collaboration with the Cash and Markets Working Group and other relevant Cash and Voucher Assistance (CVA) actors.

In addition, the AO will support representing REACH Yemen with relevant external stakeholders, including the CMWG, participating in methodological and programmatic discussions, and collaborating with relevant partners in data collection.

## RESPONSIBILITIES

### Research Planning

The AO will contribute to Research Planning by developing comprehensive research designs, including the design of research approaches and methodologies, ToRs and tools according to IMPACT's requirements and principles as well as partners' information needs. In addition, the AO will

- 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
- Keeping abreast of significant developments in the field of cash and markets, as well as CVA, within the Yemeni context, and staying informed of the programs and strategies of pertinent stakeholders.
- Compose and construct, in close coordination with GIS and data teams, qualitative and quantitative data collection tools and analysis
- Ensure relevant stakeholders and partners are engaged in research design and planning

### Research Implementation

The AO will be responsible for supporting the implementation of all operational stages of relevant data collection exercise(s), including tool and methodology design, coordination of data collection, data cleaning, and data analysis.

- In close liaison with partners, identifying assessment areas, train enumerators, monitor assessments and data collection, manage assessment logistics, facilitate design workshops and joint analysis workshops
- In close liaison with partners and coordination with the data team, ensure that data is revised, cleaned, analysed and stored according to IMPACT's Data Management Guidelines

Generate and document robust lessons learned and ensure knowledge and learning processes are shared with other REACH and IMPACT teams as well as external partners

### Drafting of Research Products

The AO will be responsible for producing and/or overseeing the production of all relevant outputs related to the cash and markets portfolio.

- Ensure the drafting of timely, accurate and impactful outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, and online dashboards which comply with IMPACT's guidelines and quality standards.
- Liaise with relevant GIS colleagues to ensure effective spatial representation of research findings in maps or interactive web-portals, as relevant.

### External engagement

The AO will support communication and coordination with external partners throughout all stages of the Research Cycle.

- Ensure that relevant partners are consulted and involved at all stages of research cycle
- support CMWG with the production of assessment tools or CVA guidelines by providing feedback and technical expertise.
- Represent REACH in relevant meetings/working groups and present research findings to relevant third parties in order to enhance their use and impact
- Promote an active use of datasets and research findings by partners and the broader humanitarian community for their decision making
- 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.

### Team Management & Capacity Building

The AO will be responsible to line manage one national Project Officer (PO) being part of the cash and markets team as well as ensure that all GIS and data teams are briefed about the assessment.

- Ensure that project staff are given required induction and training and resources to achieve their tasks in line with IMPACT and project requirements
- For all activities, ensure that all GIS and data teams are comprehensively briefed on objectives, expected outputs and that the overall implementation strategy is clearly understood
- In close consultation with line manager, conduct of appraisals, provision of regular feedback, and participation in career management of PO
- Be available to provide regular support and technical backstopping; regularly debrief team members to receive feedback on the progress of an activity

### Internal Coordination

The AO will be responsible to enable effective internal coordination within the REACH Yemen team, including:

- Actively participate in regular team meetings
- Ensure regular coordination and exchange with relevant colleagues
- Engage in the development and implementation of IMPACT's strategy in (country)

- Provide inputs to proposal development and reporting where relevant

## REQUIREMENTS

### Essential

- ❖ **Academic experience:** Excellent academic qualifications, including a degree in relevant discipline (international studies, development, humanitarian response, monitoring and evaluation, etc.)
- ❖ **Research & analytical skills:** Proficiency and proven experience with research methods, including in research and tool design and implementation of data collection. Excellent analytical skills and ability to situate findings within a wider context.
- ❖ **Years of work experience:** At least 1-2 years of relevant working experience in humanitarian and/or research settings.
- ❖ **Software skills:** Proven knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint. Strong knowledge of Excel functionality in relation to conducting data analysis.
- ❖ **Language skills:** Written and spoken fluency in English required.
- ❖ **Communication/reporting skills:** Excellent communication and drafting skills for effective reporting and coordination.
- ❖ **Cross-cultural work environment:** Ability to operate in a cross-cultural environment requiring flexibility.
- ❖ **Multi-tasking & organisational skills:** Ability to multitask with tight deadlines, on numerous research cycles. Excellent organisational skills and ability to prioritize.
- ❖ **Level of independence:** Proven ability to work independently.

### Desired

- ❖ **Familiarity with aid system:** Knowledge of the humanitarian program cycle (HPC) and the humanitarian coordination structure.
- ❖ **Thematic expertise:** Expertise and knowledge in economics, livelihoods, CVA and market-based interventions
- ❖ **Management skills:** Team management experience and skills is highly desirable.
- ❖ **Software skills:** Knowledge of the Adobe Creative Cloud suite (i.e., InDesign) is an advantage. Knowledge and experience in R or other statistical analysis software, and GIS software is an asset.
- ❖ **Language skills:** Written and spoken fluency in Arabic.
- ❖ **Experience in geographical region:** Past work experience in Yemen or Middle East is desired.

## CONDITIONS

- ❖ Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus.
- ❖ Additional monthly living allowance provided in country by IMPACT's partner ACTED.
- ❖ Food and lodging provided at the organisation's guesthouse.
- ❖ Transportation costs covered, including additional return ticket + luggage allowance.
- ❖ Provision of medical, life, and repatriation insurance + retirement package.

In their mission, the AO 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. They will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

#### HOW TO APPLY

Please send, in English, your cover letter, CV and three references to [jobs@impact-initiatives.org](mailto:jobs@impact-initiatives.org)

Please indicate in the subject line of your email:

- **Reference of the position:** Ref: Cash and Markets Assessment Officer for Yemen
- An indication of where you first found this vacancy: IMPACT website / Reliefweb / CAGI / Coordination Sud / Georezo / Universities' career website / personal contact / other.

**Deadline:** ASAP – Rolling applications

For more information, visit us at <http://www.impact-initiatives.org>