

ASSESSMENT OFFICER FOR MYANMAR (BANGKOK-BASED)

(23/MMR/AO01)

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 an Assessment Officer to support our team in Myanmar, based in Bangkok, Thailand.

Department: REACH
Position: Assessment Officer
Contract duration: 6 months
Location: Bangkok, Thailand
Starting Date: June 2023

COUNTRY PROFILE

Myanmar's complex and multi-faceted humanitarian crisis is characterised by armed conflict, inter-communal tensions and vulnerability to natural hazards and was further complicated by the ongoing outbreak of COVID-19. The February 1st 2021 military takeover further exacerbated pre-existing vulnerabilities, leading to heightened needs amongst the population, with an estimated 17.6 million people, more a quarter of the country's population, now estimated to be in humanitarian need. Ongoing clashes continue to trigger displacement, with 1.5 million people reportedly internally displaced since the military takeover, on top of the estimated 370,000 individuals living in a state of protracted displacement.

The REACH team – based remotely in Bangkok – has been supporting the humanitarian response in Myanmar since 2022 through the implementation of the first Multi-Sector Needs Assessment (MSNA). In 2023 REACH is implementing a second nationwide MSNA to inform the 2024 humanitarian programming cycle, as well as a

Humanitarian Situation Monitoring (HSM) pilot. REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

FUNCTIONS

Under the line management of the REACH Research Manager, the Assessment Officer will be supporting on the implementation of the MSNA and HSM assessments, including research design, preparation, data collection, analysis, drafting, dissemination and evaluation stages. Throughout research cycles, the Assessment Officer engages with partners to promote their participation and maximize their impact. He/she also ensures an efficient and transparent use of resources required for project implementation. This can include the direct supervision of assessment teams.

In his/her mission, the Assessment Officer 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. S/he will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

RESPONSIBILITIES

The Assessment Officer's responsibilities include the following:

RESEARCH PLANNING & IMPLEMENTATION

- Support on the development of research cycle methodology, developing project TORs in line with partner's and IMPACT's requirements and principles;
- Design of assessment tools, jointly with relevant external stakeholders
- Development of training materials for field teams alongside partnership manager and officer
- Ensure field testing of tools and sampling to ensure robustness of approach prior to rollout of data collection
- Monitor ongoing data collection, and conduct daily data follow-up to ensure correct implementation in line with agreed TORs;
- Lead data cleaning process with support from data and partnership colleagues;
- Provide support to the data specialist for quantitative analysis;
- Manage logistics, financial, administration and HR processes directly related to IMPACT, and liaise with ACTED counterparts accordingly.

DRAFTING OF RESEARCH PRODUCTS

- Lead on the drafting of relevant outputs (e.g. factsheets, reports, briefs) for different research cycles according to the designated timeline, and in line with partners requirements and 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;
- Maintain regular communication with country management and IMPACT HQ on progress and deadlines for written products.

EXTERNAL ENGAGEMENT

- Under supervision of the Research Manager, support with engagements with relevant external actors including ICCG, Clusters, Cross-Cutting Issues Working Groups.
- 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 learned;
- Present research findings to relevant third parties in order to enhance their use and impact;
- 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.

REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- ❖ **Research skills** Proficiency and proven experience with quantitative and qualitative research methods. Excellent analytical skills, experience in assessments, M&E, field research, evaluations an asset.
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Proven skills in R, SPSS and/or STATA or other statistical analysis software are an advantage; Experience with InDesign an asset.
- ❖ **Years of work experience** At least 1 years of relevant working experience. Experience in humanitarian settings desirable;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on multiple research cycles;
- ❖ **Level of independence** Proven ability to work independently;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Experience in geographical region** Past experience in Myanmar or the South-east Asia region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Burmese or other Myanmar language is 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 provided in country by IMPACT's partner ACTED
- ❖ Food and 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
- ❖ Provision of medical, life, and repatriation insurance + retirement package