



TERMS OF REFERENCE

REACH Field Coordinator for Maban

Position: REACH Field Coordinator
Location: Maban
Date of Advert: 18/April/2018
Date of Closure: 7/May/2018



REACH was born in 2010 as a joint initiative of two INGOs (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.

CONTEXT / COUNTRY

REACH has been active in South Sudan since February 2012, working in refugee camps in Upper Nile and Unity states, and PoCs across the country. REACH teams have been information management services, conduct both large and small scale assessments, producing maps and creating comprehensive databases in an effort to inform more effective operational set-up and management of these locations.

In 2013, REACH assessments started to expand its focus on the socio-cultural organization and dynamic of the locations, as well as natural resource depletion and energy use among the population. The reports produced as a result of these assessments have been used in targeting interventions and overall location management. The program will extend partner services as well as beyond the refugee and IDP contexts to include mapping of natural resources, impact evaluation, conflict mapping, etc.

REACH has continued to support IDP and refugee response in 2014 and 2015, and expect to continue this support through 2015.

Under the supervision of the ACTED Country Director and REACH Country Coordinator, the REACH Field Coordinator (FC) is responsible for supporting REACH Assessment Officers, REACH GIS officers and the REACH Assessment Manager to ensure the successful completion of data collection related to the UNHCR Refugee Response in Greater Upper Nile.

The FC will be based in Maban and will be primarily responsible for data collection activities in the refugee camps. He/she may travel, as necessary and when security permits, to multiple areas of the country to identify and collect





information from Key Informants. The FC will be responsible for conducting assessments and mapping activities within the camps, as well as possibly amongst the host community and IDP population of Maban. They will also identify and reporting on humanitarian conditions in Upper Nile (as defined by operational needs). He/she will also be responsible for identifying and reporting emergent displacement trends in Upper Nile.

The FC will also be responsible mission-related logistics, data analysis and cleaning, focus group discussion facilitation, participatory mapping session facilitation, report drafting, collection of locational data using GPS devices, leading enumeration teams and any other reasonable tasks need to ensure the success of the REACH mission in South Sudan.

CHAIN OF COMMAND

Under the authority of:

- In country: ACTED Country Director
- In country: REACH Country Coordinator
- In country: REACH Assessment Manager
- In country: REACH Assessment Officer
- In country: REACH Senior Field Coordinator

Responsible for:

- Their own activities
- Junior national staff
- Enumerators

WORKING RELATIONS

Internal Relations:

- ACTED Country Director
- REACH Country Coordinator
- REACH GIS/ Assessment Manager
- REACH GIS/ Assessment Officers
- REACH Senior Field Coordinator

FUNCTIONS

Summary

The REACH Field Coordinator shall be responsible for:

- Communication with partner organizations
- Identifying and reporting emergent displacement trends
- Collection of locational data using GPS devices
- Facilitation of participatory mapping sessions
- Data cleaning, entry and analysis
- Hiring, training and leading enumeration teams
- Focus group discussion facilitation
- Logistics support
- Supervision of and capacity building in junior national staff
- Any other tasks need to ensure the success of the REACH mission in South Sudan

1. Managing Key Informant Network

The REACH FC will work in collaboration with REACH GIS assessment and assessment staff to conduct assessments and mapping activities, build their informant profiles, and execute monthly recurring and systematic data collection. (S)he will remain flexible and opportunistically collect information related to other research areas should the possibility arise and security situation allow





2. Communication with partner organizations

The REACH FC will work in collaboration with REACH GIS assessment and assessment staff to communicate findings and coordinate activities with partner organizations operating in the area of focus

3. Collection of locational data using GPS device

The REACH FC will collection locational data, such as the location of new or existing IDP locations, using hand held GPS devices.

4. Facilitation of participatory mapping sessions

The REACH FC will facilitate or co-facilitate participatory mapping sessions to help understand, identify and visualize common displacement routes of IDPs.

4. Data cleaning, entry and analysis

The REACH FC will clean, manage and analyze qualitative, quantitative and spatial data collected by the REACH team and enumerators

5. Hiring, training and leading enumeration teams

The REACH FC will be responsible for hiring enumeration teams, training them on the use of data collection tools (ODK) and methodology, and leading the teams in the field

6. Focus group discussion facilitation

The REACH FC will be responsible for identifying and organizing respondents for focus group discussion, facilitating or co-facilitating the discussion and recording results

7. Logistic Support

The REACH FC will have custodial responsibility for all REACH assets (computers, GPS devices, smart phones, etc) at their operational base, and will need to work with the REACH team and ACTED Logistics to ensure serviceability of assets and availability of consumables (printer ink, paper, pens, etc...)

8. Supervision of and capacity building in junior national staff

The REACH FC will be responsible for supervision junior national staff participating in their assigned duties as well as building technical capacity related to data collection, FGD facilitation and computer use

9. Any other tasks need to ensure the success of the REACH mission in South Sudan

The REACH FC may be called upon to work on other REACH programmes in various locations in South Sudan including, but not limited to, Juba and other parts of Greater Equatoria, Greater Bahr el Ghazal, Greater Upper Nile as the security situation allows

Accountability to Communities and Beneficiaries

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about ACTED programme objectives, activities, beneficiary selection criteria, and methodologies. This is





the responsibility of every ACTED staff member.

QUALIFICATIONS AND EXPERIENCE

- Strong skills with the Microsoft Office Suite
- Strong technical writing skills
- Considerable experience collecting information using hand-held GPS devices
- Considerable experience using ODK for quantitative data collection, or the ability to rapidly master the process
- Some experience creating ODK questionnaires, or ability to learn rapidly
- Considerable experience hiring and managing casual laborers
- Considerable experience conducting focus group discussions, or the ability to learn rapidly
- Knowledge of creating kml/ kmz files in Google Earth
- Positive attitude and a willingness to learn
- Excellent communication skill
- Excellent time management skills
- Ability to operate in a cross-cultural environment requiring flexibility
- Prior experience working in IDP displacement locations
- Fluency in English and a professional working fluency in Arabic beneficial
- Ability to work independently

Applications Criteria:

Applications should be submitted **in English**, and should include:

- detailed CV
- cover letter
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (**Hai Malakal**, and ACTED Maban Office in Hard copy or by Email to helen.pittam@reach-initiative.org, juba.hrofficer@acted.org, gendrassa.administration@acted.org.
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- **Application materials are not returnable**, therefore applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply

