



**TERMS OF REFERENCE**

JOB TITLE: REACH Senior Field Coordinator DFID HARISS Third Party Monitoring  
Department: REACH  
Location: Juba  
Date of Advert: 05/01/2017  
Date of Closure: 24/01/2017  
Reporting to: REACH Assessment Manager

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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 supported the IDP, refugee and development responses through 2014, 2015 and 2016, and expect to continue this support through 2017.

Under the supervision of the ACTED Country Director and REACH Country Coordinator, the REACH Senior Field Coordinator (SFC) 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 IMPACT's Third Party Monitoring of DFID's HARISS programming.

The SFC will be based in Juba and will primarily be charged with making contact with DFID's contracted partners, identifying their downstream implementing partners and programme managers, and connecting with these partners to map and document their activities. The SFC will gather information related to their programming via phone and in-person interviews; this information will be compiled into organizational profiles in collaboration with the Assessment Officer. They will coordinate visits to project implementation locations for the monitoring team, and compile site visit reports for each field in collaboration with the assessment officer. This position will work closely with experienced



national and international staff members and will require some time in the field.

**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

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

**FUNCTIONS**

**Summary**

The REACH SFC shall be responsible for:

- Identifying, contacting and liaising with programme implementing partners
- Interpreting log frames to identify project deliverables
- Planning and executing field verification visits
- Interviewing IP staff and beneficiaries to identify best practices and barriers related to achieving project goals
- Identify and document project outputs, collect location and attribute data use mobile data collection tools
- Data cleaning, entry and analysis
- Reporting of findings in a clear, concise and timely manner
- Hiring, training and leading enumeration teams
- Supervision of and capacity building in junior national staff
- Daily media monitoring
- Producing briefs on emergent displacement trends
- Conducting secondary data reviews
- Monthly exchange rate monitoring
- Any other tasks need to ensure the success of the REACH mission in South Sudan

**Identifying, contacting and liaising with programme contracted and implementing partners**

The REACH SFC will be responsible for identifying and contacting contracted and implementing partners, organizing meetings, conveying the purpose of our work to them, and obtaining project documentation to help identify scope, scale and locations of projects to be monitored/ evaluated

**Interpreting log frames to identify project deliverables**

The REACH SFC will parse information contained in a log frame to identify critical project details such as location, deliverables, implementation schedule and number of beneficiaries

**Planning and executing field verification visits**

The REACH SFC, in collaboration with REACH Assessment and GIS Officers, will identify projects requiring



evaluation, plan logistics related to field visits, and execute verification visits aimed at measuring partner progress against the project log frame

**Interviewing IP staff and beneficiaries to identify best practices and barriers related to achieving project goals**

The REACH SFC, in collaboration with REACH Assessment and GIS Officers, will interview IP staff and beneficiaries using both quantitative and qualitative tools to understand the status of project implementation, what accomplished and what barriers stand in the way of project implementation.

**Identify and document project outputs, collect location and attribute data use mobile data collection tools**

The REACH SFC, in collaboration with REACH Assessment and GIS Officers will visually identify and document project outputs, and collect locational (GPS) and attribute data related to the outputs using mobile data collection tools (ODK)

**Data cleaning, entry and analysis**

The REACH SFC will clean, manage and analyze qualitative, quantitative and spatial data collected by themselves and other members of the evaluation team

**Reporting of findings is a clear, concise and timely manner**

The REACH SFC will draft high-quality, clear and concise narratives of the findings of the field verification visits

**Supervision of and capacity building in junior national staff**

The REACH SFC will be responsible for supervising and building capacity in Junior National Staff including Junior Field Coordinators

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

The REACH SFC may be called upon to work on other REACH programmes in various locations in South Sudan 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**

- Minimum of 2 years of progressively more responsible experience in humanitarian organizations, preferably in a field-based position
- 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 Arabic
- Strong written English skills
- Ability to work independently

### **Applications**

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- 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) by January 24, 2017. Or by mail to [juba.hrofficer@acted.org](mailto:juba.hrofficer@acted.org); [eric.kramak@reach-initiative.org](mailto:eric.kramak@reach-initiative.org); [katie.rickard@reach-initiative.org](mailto:katie.rickard@reach-initiative.org); [juba@acted.org](mailto:juba@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.