

TERMS OF REFERENCE

Position: REACH Accountability to Affected Populations and Community Engagement Field Officer

Department: REACH, ACTED South Sudan
Contract: Full Time
Duration: 6 months (Renewable)
Location: Juba, South Sudan
Issuing date: 31st March 2021
Closing date: 21st April 2021

Approved


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.

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 whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

Context / Country profile

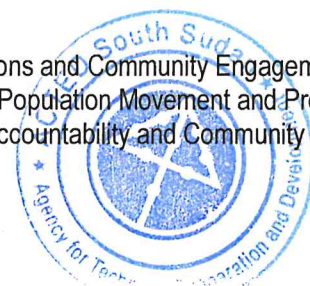
IMPACT, through its own activities, or through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectorial needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State.

IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and touched a total of more than 20,000 households. Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs Assessments of conflict affected areas, providing mapping and monthly service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments.

In the coming year, IMPACT and REACH programming will focus on integrating ongoing assessments into a common data stream, expanding the geographic scale of activities, connecting information streams to surrounding countries that are impacted by events in South Sudan, and continuing to adopt a beneficiary- centric approach to data collection that puts that needs of affected populations, and the return of information to them, at the centre of our work.

Position profile

REACH is seeking to fill the position of Accountability to Affected Populations and Community Engagement Field Officer (AAP & CE FO) based in Juba, South Sudan. As a member of the Population Movement and Protection (PMP) Unit, the AAP & CE FO is responsible for supporting the REACH Accountability and Community



Engagement Assessment Officer (AO) and the PMP unit in ensuring the successful design and implementation of assessments focusing on AAP and the development of community outreach and engagement strategies in South Sudan. Through community engagement and active engagement with external partner organisations, the AAP & CE FO will support in the identification of existing gaps in knowledge within the humanitarian response and help design assessments to fill the identified gaps.

The REACH Accountability to Affected Populations and Community Engagement Field Officer is responsible for supporting the design, management, and implementation of REACH assessments relating to Accountability to Affected Populations (AAP), including community perception surveys and informing AAP work across the wider humanitarian response in South Sudan. He/she will also support in developing REACH's internal AAP mechanisms and community engagement strategies (i.e. ensuring REACH research findings are communicated back to affected populations through multi-channel dissemination strategies; enhancing respondent participation in the research process and mainstreaming AAP principles throughout REACH research cycles). The AAP & CE FO will need to support the AO in multiple tasks relating to ongoing assessments, including liaising with other Field Officers to ensure AAP data is received on time and assisting with data collection/cleaning and analysis, including inputting/coding data into a matrix and drafting summaries.

Summary

The REACH Accountability to Affected Populations and Community Engagement Field Officer shall be responsible for:

- Contributing to the overall direction and momentum of community engagement and accountability workstreams within REACH
- Providing support in designing and implementing the REACH assessment strategy and methodology in relation to AAP and community engagement
- Providing input into the development of survey questions, key informant interviews and focus group discussion scripts, as well as leading trainings on these tools
- Focus group discussion and key informant interview facilitation
- Coordinating with REACH field teams to ensure timely data collection
- Helping expand REACH South Sudan's existing work on AAP and explore and identify gaps in knowledge in AAP within the humanitarian response in South Sudan
- Communicating with partner organizations and partaking in external engagements with partners and the broader humanitarian community through clusters and sectoral working groups
- Data cleaning, entry and analysis, including identifying and coding recurring themes and discussion points in both quantitative and qualitative data
- Logistics support
- Assist with report drafting, including creating graphs in Excel

Accountability to Communities and Beneficiaries

The staff member is responsible for ensuring that all relations within 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 REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

Requirements

- Experience in AAP and/or Communication and Community Engagement and familiarity with the humanitarian system strongly preferred;
- Passionate about meaningful and respectful engagement with communities to inform and improve the humanitarian response in South Sudan and
- Fluency in English required;
- Excellent communication skills



- Excellent time management skills
- Ability to work independently
- Positive attitude and a willingness to learn
- Ability to operate Microsoft Office applications, especially Excel and Word;
- Data cleaning, entry and analysis, mainly in Excel
- Experience conducting focus group discussions, or the ability to learn rapidly
- Ability to operate Adobe Suite programs an asset;
- Ability to operate in a cross-cultural environment requiring flexibility
- Qualified female applicants are encouraged to apply

Application Submission:

To apply, please hand in a CV and cover letter detailing how your experience and skills match this position description to ACTED Office in Hai Cinema behind Concert Hotel Submissions must be delivered not later than 21st of April 2021 at 5:00PM on this day or send an email to juba.hrofficer@acted.org & ss.admin-assistant@reach-initiative.org & rebecca.hetzer@reach-initiative.org

Please ensure that you apply using your document copies, include an up-to-date telephone number plus the position details on your envelope.

Applications will not be returned and Shortlisted candidates will be notified

