

Terms of Reference

RAPID RESPONSE MECHANISM ASSESSMENT OFFICER REACH SOUTH SUDAN

50-H-3
Approved by
Mol R S S

1/6/2021

01 JUN 2021

Department: REACH
Position: **Rapid Response Mechanism Assessment Officer**
Contract: **Full Time**
Contract duration: 6 months
Location: Juba, South Sudan
Date of advert: 01/06/2021
Closing date: 18/06/2021
Starting date: ASAP

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 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.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

COUNTRY PROFILE

IMPACT, through REACH, has been implementing programming in South Sudan since 2012. REACH works in 16 bases (including Juba) across 9 states and coordinates closely with OCHA, nearly all clusters, key working groups (IM and technical) within the South Sudan coordination system in order to identify, address, and raise awareness of key information gaps, as well as to uphold the quality of data used to inform the response. This is achieved through three core units:

- *Monitoring of the humanitarian situation in South Sudan*, through monthly assessments covering over 2,000 settlements in South Sudan, conducting an annual representative Multi Sector Needs Assessment to provide a snapshot of needs, and ad hoc rapid assessments in times of sudden escalations in conflict or natural disasters.
- *Monitoring population movement trends in South Sudan*, including tracking and analyzing large-scale displacement, returns and seasonal movements, through port and road monitoring, ad-hoc

assessments, and a population movement baseline; assessing the perceptions of affected populations of the humanitarian response; engaging with the protection cluster in identifying and filling major information gaps; and mainstreaming a context sensitive approach within REACH South Sudan.

- *Providing direct technical support to humanitarian clusters* through active engagement with coordination bodies, dedicated assessments and information products, and strategic engagement to promote innovative methods towards understanding sector-related needs in South Sudan.

The RRM AO will support with the roll-out and coordination of a South-Sudan wide Rapid Response Mechanism. The role will be based in Juba with frequent travel to other areas of South Sudan.

SUMMARY

Under the supervision of the REACH RRM Senior Assessment Officer, the REACH RRM AO will support with the roll-out and coordination of a South-Sudan wide Rapid Response Mechanism. This will involve coordinating and overseeing a multi-sectoral Area of Concern (AoC) tracking framework, collecting information, analysing qualitative and quantitative data, and ensuring deadlines for information sharing are met. He/she will support the SAO to conduct rapid assessments and will engage externally with partners to facilitate external rapid assessments and capacity building (partner buy-in, identifying information gaps and information relevant to key partners and clusters, research design, use of the core indicator toolkit, analysis and reporting).

RESPONSIBILITIES

The RRM AO shall be responsible for:

1. Area of Concern Tracking

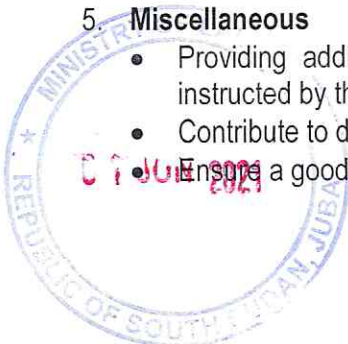
- Support the SAO in developing and rolling out tracking frameworks, as necessary
- Work closely with the SAO and the RRM committee to coordinate and follow up on information gaps, both independently (by reaching out to key actors at the Juba level, such as clusters and partners), and also in close coordination with Juba based REACH specialists and field AOs
- Ensure the relevant REACH staff are filling the AOC tracking frameworks accurately and according to set deadlines.
- Follow up with staff where necessary to ensure the AOC trackers are updated.
- In the event the SAO is in the field/on leave, the AO will act as the focal point for the ERM unit, coordinating AoC tracking and monitoring progress and working closely with coordination and AOs to determine how best to follow up and track an area.
- The AO will be required to develop a strong understanding of the IPC process and the various phase classifications to ensure that AoC information is being understood with reference to the different phases. This will ensure that follow up questions and assessment research design are targeted specifically towards filling gaps to ascertain the severity of a situation with reference to established and accepted criteria.

2. Rapid Response Mechanism Assessments

- When rapid assessments are conducted, lead a component of the assessment, depending on the final methodology and TOR, including:
 - Overseeing a team of enumerators to conduct quantitative data collection. This will involve working closely with the SAO to hire and train the team of enumerators and ensuring data quality. The AO will go out with the enumerators to the field each day, support with sampling and KI targeting, ensure that targets are being met, that phones for data collection are collected and charged, and that relevant FLATS documents are signed and organized.



- Conduct FGDs with key informants, which involves organizing respondents, facilitating or co-facilitating the discussion and completing FGD write ups.
 - If/when overseeing a qualitative aspect of an assessment, the AO will be responsible for ensuring the validation of qualitative data after an assessment has been completed. This will involve saturating qualitative data in line with HQ guidelines and coordinating directly with HQ to incorporate comments/feedback.
 - If/when overseeing a quantitative aspect of an assessment, the AO will be responsible for daily data cleaning, before submitting cleaned data to the SOA, or elected focal point in Juba for review.
 - The AO will be responsible for drafting key points, relevant to the aspect of the assessment which they oversaw, for external presentation and incorporation into a final report by the SAO. Once the SAO completes the report first draft, the AO, working closely with the SAO, will take over the review process to incorporate comments and feedback from Juba/HQ.
 - When the RRM SAO is on leave, act as the focal point for any required assessments, including developing the operational and research planning, leading the data collection, completing required external engagement and writing final outputs.
- 3. Rapid Response Mechanism – External Engagement**
- Disseminate and update the rapid assessment indicator bank to ensure the standardisation of assessment tools with pre-approved questions from clusters and sector specialists.
 - Conduct training sessions with partners (core ERRM partners and other national NGO partners) on the toolkit and how to use it.
 - When partners wish to use the tool kit for a rapid assessment, the AO will provide support in question selection and basic ODK toolkit advice if needed.
 - Attend technical working groups both at the country and state level. When an area of concern is identified, either through the NAWG or through the tracking process the AO will follow up at the Juba level and begin attending state level working groups to understand how partners on the ground are responding and to monitor progress/persistent gaps, feeding this information back to the SAO and relevant AOs.
- 4. Finance, Logistics, HR**
- The AO will be the focal point for assessment logistics pre and post departure. In close coordination with the SAO, the AO will act as the focal point for arranging transportation (UNHAS flights, charters, car hire), FLATS management (ensuring all necessary documents are signed and collated), cash management (coordinating BoQs with the finance team), pre-mission procurement (completing order forms for relevant items and coordinating their delivery the logistics team), asset management (ensuring that assets are requested prior to an assessment in a timely manner and that assets are kept safe and charged throughout the assessment). Upon completion of an assessment the AO will collate all mission documents and will be the focal point for the advance closure.
 - Responsible for REACH equipment and cash in the field and in the office, following procedures to track equipment and cash in all locations. In coordination with SFOs, ensuring that DCC is available when resources need to be replaced or replenished.
- 5. Miscellaneous**
- Providing additional support as required relating to the implementation of activities, and as instructed by the line manager
 - Contribute to donor proposals and reporting as necessary
 - Ensure a good work environment and taking active steps to ensure staff welfare.



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 REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

EXPERIENCE

Required:

- 2-4 years of relevant working experience in a humanitarian organisation, preferably in logistics or programs
- Knowledge of and experience working in various regions of South Sudan;
- Strong skills in Microsoft Word and Excel;
- Fluency in English;
- Strong technical writing skills in English for internal and external reporting
- Excellent analytical skills – able to identify information gaps, often with reference to IPC phase classifications
- Experience hiring and/or managing/working with a large and diverse team of causal enumerators
- High level of autonomy and willingness to spend time in deep field locations with limited outside communication and basic living conditions;
- Excellent communication and drafting skills for effective analysis and reporting;
- Excellent time management skills
- Ability to operate in a cross-cultural environment requiring flexibility
- Ability to work independently
- Strong interpersonal and communication skills;
- Excellent team management, coordination, organisational and planning skills required, including ability to manage large workloads, coordinate between multiple teams and effectively meet deadlines, through an ability to multi-task and prioritise;
- Willingness to travel to all locations in South Sudan, security situation allowing
- Openness to feedback and willingness to learn;

Desired:

- Ability to operate SPSS or related statistical programming,
- Some experience creating ODK questionnaires
- Experience training enumerators in ODK for quantitative data collection
- Experience conducting focus group discussions, or the ability to learn rapidly
- Experience working in insecure contexts across South Sudan;
- Understanding of security risks and mitigation strategies for effective operations;
- Familiarity with the humanitarian aid system and relevant actors;
- Understanding of and commitment to humanitarian principles
- A sense of curiosity and a drive to work to improve the humanitarian sector.

HOW TO APPLY

All applications should be submitted to the ACTED Country Office in Juba (or their respective field bases) not later than 18th June 2021 or by email to: alexander.riley@reach-initiative.org and ssd.admin-assistant@reach-initiative.org. Please





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Informing
more effective
humanitarian action

indicate this reference in the subject line of your email: **Ref: REACH/RRMAO**

Applications should be submitted in English, and should include:

- Detailed CV
- Cover letter
- Photocopy of all university degrees
- Photocopy of National ID
- Photocopy of work certificates related to past jobs

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.

