

# ROMANIA ASSESSMENT MANAGER- UKRAINIAN REFUGEE RESPONSE

(Reference: 22/UKR/RM04)

## BACKGROUND ON IMPACT AND REACH

Following the onset of the wide-scale conflict in Ukraine on February 24th, 2022, military hostilities have caused widespread damage to infrastructure and houses, hundreds of civilian deaths, disrupted markets and essential services, and precipitated massive displacement in Ukraine and into neighbouring countries such as Romania. REACH Initiative support the setup and scale-up of the assessment and analysis systems required to inform joint planning and monitoring by government and humanitarian actors in a complex and rapidly evolving situation.

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 Manager to lead our Romania team.**

**Department:** REACH  
**Position:** Assessment Manager  
**Contract duration:** 5 months  
**Location:** Bucharest, Romania  
**Starting Date:** ASAP

## COUNTRY PROFILE

Four months since start of war there are approximately 5.5 million refugees in Europe. While the initial phase of movement was mostly concentrated in the neighboring countries, four months later refugees are now hosted across Europe with the majority of them living in urban centers. As the war continues in eastern Ukraine perspectives of returns for people from Eastern and Southern Ukraine remain limited and continued shelling across the country remains a serious security threat for people in cities throughout the country. To inform assistance programs for refugees and host communities in neighboring countries and wider Europe impact is implementing research to understand i) the location and profile of refugees ii) the needs of refugees in host communities and collective centers iii) their access to basic services, especially child care and education, social safety nets mechanism (including cash programming) and employment opportunities and iv) their integration as the duration of their displacement increases.

As of July 2022, IMPACT has secured funding from UNHCR, Canada, the Swiss Cooperation and Save the Children International to implement the above activities.

IMPACT is seeking an experienced candidate, who has previously managed teams and implemented projects in a complex humanitarian setting. The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners. The Assessment Manager (RM) will be responsible for overseeing the development and strategy of the Romania country team, under the supervision of the Moldova/Romania Country Coordinator, based in Chisinau. The position is based in Bucharest, with travel to other locations in Romania expected.

The overall goal of the RM will be to ensure the smooth running of activities, and he/she will be responsible for the implementation and completion of the various work streams within the country team. This will include operational and programmatic oversight of all Romania bases, and management of activities, including line-management of the Assessment Officers who lead the various workstreams, as well as large enumerator teams on service contracts. In addition, the RM is responsible for the oversight of project implementation, administration, HR, logistics, partner coordination, reporting, grants management, and finance, and providing input to the strategic development of REACH in Romania.

## RESPONSIBILITIES

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#### 1. STAFF MANAGEMENT

- Direct management of senior international and national assessment team members, including recruitment, appraisals, and career management;
- Day-to-day management of the Romania team, including the development of work plans and performance indicators, and development and implementation of capacity training plans to improve efficiency and performance in close coordination with the Country Coordinator;
- Conduct regular check-ins with staff within the unit, and promote team building, productivity and staff welfare as the main pastoral focal point for Romania staff;
- Be available to provide regular support and technical backstopping;
- Take on additional work streams and management responsibilities as well as advise in strategic mission decision-making as a member of the Regional Senior Management Team (SMT), in coordination with the other Assessment Managers.

## 2. MANAGEMENT OF RESEARCH CYCLES

### 2.1 Assessment preparation and planning

- Ensure that all assessments are planned in-line with relevant project and programme objectives and with REACH research cycle and other relevant guidelines;
- Ensure that all Assessment Officers are comprehensively briefed on objectives and expected outputs of research cycles, and that the overall implementation strategy of any given activity is clearly understood;
- Ensure that required secondary data analysis has been conducted in preparation for an assessment;
- For each assessment, review ToRs before they are sent to Geneva for validation and ensure that TORs are validated by HQ before data collection begins;
- - Ensure, in close coordination with the GIS and data management officers, that qualitative and quantitative data collection tools are composed and constructed. Ensure relevant stakeholders and partners are engaged in assessment design and planning, data collection, and management.

### 2.2 Data collection

- In close coordination with the Operations Manager, ensure that enumerators are identified and trained for primary data collection;
- In close coordination with the Operations Manager, monitor data collection, ensuring correct implementation in line with agreed TORs;
- Keep track of progress and delays of all assigned assessment throughout the research cycle;
- Ensure regular situation updates on data collection have been produced and circulated to relevant REACH, ACTED and external counterparts. Provide support and follow up on identified challenges during the data collection process;
- Work closely with PIN, Country Coordinator and Operations Manager to ensure logistics, financial, administration, security and HR processes directly related to REACH are appropriately implemented, alongside the relevant PIN departments;
- In coordination with the PIN security department, monitor the security situation on the ground and conduct regular check-ins with staff in the field.

### 2.3 Product drafting

- Maintain regular communication with IMPACT HQ on progress and deadlines for written products;
- Ensure the drafting of timely and accurate assessment outputs (i.e. reports, factsheets, etc.) which comply with IMPACT's guidelines and quality standards;
- Review all products before they are sent to IMPACT HQ for validation and ensure that all written products are validated by IMPACT HQ before external release.

### 2.4 Product dissemination and evaluation

- Under supervision of IMPACT HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle;
- Under the direction of the Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, coordination body

presentations, and bilateral meetings, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;

- Support the Country Coordinator, and PIN to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines.

### 3. STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Lead on identifying information gaps in line with humanitarian and development priorities, and identify advocacy and dissemination strategies to strengthen the impact of our work;
- Lead on formalising synergies with other assessment and knowledge management actors, as well as strategic partnerships with key humanitarian stakeholders and decision makers;
- As a member of the Regional Senior Management Team (SMT), contribute to the development and implementation of the REACH Romania country strategy;
- Review dissemination strategies to strengthen the impact of all Romania projects.

### 4. EXTERNAL ENGAGEMENT

- Represent REACH/IMPACT in cluster and multi-sector meetings/technical working groups in country, and follow up on technical issues identified in cluster meetings;
- Present research findings to relevant partners, to enhance their use and impact;
- Ensure that relevant partners are consulted and involved at all stages of research cycle: the preparation of the assessment; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- Ensure that external communications with partners and key stakeholders, including UN agencies, local and national government, and NGOs has been conducted and documented as appropriate
- Support the IMPACT Country Coordinator in external engagement on REACH/IMPACT strategy or for fundraising and grants management.

### 5. ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The RM is responsible for ensuring that all interactions with Romanian communities are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

### 6. CONFIDENTIALITY AND DATA PROTECTION

The Assessment Manager will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

## REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar);
- ❖ **Management experience** Previous experience in a management role in a humanitarian context. Excellent management, coordination, organisational and planning skills required, including an ability to

manage large workloads, oversee multiple teams and effectively meet deadlines, through multi-tasking and prioritisation;

- ❖ **Years of work experience** 3 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- ❖ **Familiarity aid system** Familiarity with the aid system, and the research community;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting, including proven experience in contributing to high level presentations/briefings.
- ❖ **Research skills:** Excellent research and analytical skills. Experience in assessments, M&E, field research, or evaluations;
- ❖ **Software skills:** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Familiarity with R, SPSS and/or STATA or other statistical analysis software an asset
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles in complex environment;
- ❖ **Level of independence** A self-starter with a 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 the [relevant] region is desirable;
- ❖ **Language skills** Fluency in English and Romanian required; competence in Russian or Ukrainian is an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.

## CONDITIONS

- ❖ Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus