

## PROGRAMME DEVELOPMENT OFFICER

(Reference: 22/MDA/AO01)

### 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 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 Officer to support our team in Romania.**

**Department:** REACH  
**Position:** Programme Development Officer  
**Contract duration:** 5 months  
**Location:** Bucharest  
**Starting Date:** ASAP

## COUNTRY PROFILE

Five months since start of war there are still more than 6 million refugees in Europe. While the initial phase of movement was mostly concentrated in the neighboring countries, five 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.

## FUNCTIONS

Under the line management of the Focal Point, the Assessment Officer is responsible for the implementation of REACH's research cycles in Romania, including the preparation, data collection, analysis, drafting, dissemination, and evaluation stages. Throughout research cycles, the Assessment Officer engages with partners to promote their participation and maximize their impact. He/she also ensures an efficient and transparent use of resources required for project implementation. This can include the direct supervision of assessment teams.

In his/her mission, the Assessment Officer will be hosted by our global partner ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

## RESPONSIBILITIES

Under the supervision of the Country Coordinator (CC), the Project Development and M&E Officer (PDO) is responsible for coordinating project development and leading on monitoring and evaluation for the Moldova and Romania response. The ideal candidate would be eager to work within a dynamic and motivated team and will have a clear focus on project development as a tool to improve the efficacy of the humanitarian response in Moldova and Romania.

More specifically the PDO is responsible for the following:

### FUNDRAISING AND EXTERNAL RELATIONS

- Regularly conduct stakeholder analysis, who does what and where
- Based on the IMPACT strategy, support in identifying funding for diversifying IMPACT's donor portfolio by regularly tracking funding opportunities
- Update the IMPACT Regional Funding Tracker on a regular basis which documents latest negotiations and proposal possibilities with donors
- Maintain regular working relationships with donors and IMPACT partners
- Keeping track that IMPACT is represented in key clusters, working groups, HCT and (I)NGO coordination bodies

### GRANT MANAGEMENT

## **Proposal Development**

- Draft proposals based on input from research units and coordinate the proposal development process between IMPACT Moldova/Romania, ACTED, and IMPACT HQ
- Liaise with the Senior Project Development Officer (SPDO), CC, Research Managers, Head of Operations and other relevant departments to ensure that proposals are relevant and technically sound, and with Finance for the budget and budget documents
- Ensure that learning from previous projects (e.g., lessons learnt and best practices) is incorporated into new proposals
- Address in a timely manner all comments by donors on proposals in liaison with relevant staff in country, IMPACT HQ GMU and Finance

## **Project Implementation and Follow-Up**

- Draft and update Project cards for HQ Grant Department (HQGD) and Monthly Reporting Follow Ups (RFU)
- Organize and lead on timely project kick-off meetings involving all project components and focal points
- Oversee and track that all contractual obligations are met in terms of deliverables as well as narrative and financial reporting requirements, in close coordination with HQGD and (as relevant) with ACTED Project Development (PD) and finance departments
- When any issue is identified in meeting deliverables in the given timeframe, inform relevant staff in country
- Ensure ad hoc requests from donors are addressed in liaison with the SPDO, CC, Program and support teams
- Focal point for keeping the filing system for grant management regularly updated.
- Lead on grant management meetings with ACTED and IMPACT HQ

## **Reporting**

- Coordinate and draft quality narrative and M&E reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with IMPACT HQGD and finance
- Liaise with Program teams when preparing reports, and with Finance to ensure greater coherence between financial and narrative reports by crosschecking the matching of data in the narrative and financial reports
- Coordinate and lead on the monthly RFU and regularly communicate with IMPACT HQ GD on reporting updates
- Where relevant, ensure regular coordination with ACTED's Project Development, Finance and other FLAT departments at all stages of project development and implementation, including consultations for donor discussions, participation in project kick off and lessons learnt meetings, and drafting of donor reports or amendment requests

## **Partnerships**

- Where relevant, review partner reporting regularly and flag any issues in a timely manner to SPDO and CC, Finance and partner focal points

## **MONITORING AND EVALUATION**

- Oversee M&E implementation, maintenance and tracking for reporting purposes
- In liaison with the SPDO, ensure that M&E findings are reflected and their recommendations are incorporated in future concept notes, proposals, donor reports and implementation plans
- In liaison with SPDO, contribute to the review of IMPACT information products for relevance, userfriendliness, effectiveness, timeliness and to ensure that they sufficiently inform the target audience

- In liaison with SPDO, lead and work with research units to develop a strategy to improve research output utilization and impact
- In liaison with SPDO, ensure the implementation of appropriate data collection and analysis instruments, methodologies (e.g., survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans
- Develop analytical reports on research output utilization based on quantitative data from SendinBlue, Google Analytics, user surveys and qualitative data gathered through key informant interviews
- Lead on the dissemination of effective mailing campaigns via Sendinblue to promote REACH information products to humanitarian response actors

## REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar), required
- ❖ At least 1 year of relevant working experience
- ❖ Familiarity with the humanitarian coordination system, and understanding of donor and governmental requirements, an asset;
- ❖ Excellent communication and drafting skills for effective reporting; required
- ❖ Experience with external engagement (donors, partners and other key stakeholders), an asset;
- ❖ Excellent analytical skills required. Experience in assessments, M&E, field research, evaluations an asset;
- ❖ Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint, required;
- ❖ Familiarity with Google Analytics and email marketing, an asset;
- ❖ Coordination, organisational and planning skills required, including ability to manage large workloads, effectively meet deadlines, through an excellent ability to multi-task and prioritise in complex environment;
- ❖ A self-starter with a proven ability to work independently;
- ❖ Solution-oriented, flexible, and open-minded, including ability to operate in a cross-cultural environment required
- ❖ Fluency in English and Romania required, competency in Ukrainian or Russian an asset

SALARY DEFINED BY THE ACTED SALARY GRID; EDUCATIONAL LEVEL, EXPERTISE, HARSHIP, SECURITY, AND PERFORMANCE ARE CONSIDERED FOR PAY BONUS