

Assessment and Monitoring Resource Centre

Terms of Reference – Assessment Coordinator

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| **Job Title:** Assessment coordinator |
| **Contract Type**: Consultancy |
| **UNIT/DIVISION**: CO/Division |
| **Duty Station**: [City, Country] [Include country and city or specify residence if working remotely] |
| **Duration:** DD/MM/YYYY until D/MM/YYYY |

BACKGROUND AND PURPOSE OF THE ASSIGNMENT

*The coordination of humanitarian assessments is a core responsibility of UNHCR and the organization is expected to have a comprehensive, predictable and appropriate assessment methodology and approach. This requires dedicated capacity in important field operations to ensure the effective and coordinated delivery of humanitarian interventions. Highly skilled assessment capacity is viewed as critical due to the complexity and nature of UNHCR’s interventions and its role in the inter-agency community.*

ACCOUNTABILITIES

[Include all accountabilities]

*Examples:*

*The Assessment coordinator ensures that the operation have a clear and comprehensive assessment strategy and preparedness plan that compliment each other and are in line with UNHCR’s global commitment to coordinating needs assessments.*

*S/he ensures enhanced leadership in providing quality assessment information and deliver reliable, accessible, relevant, timely and appropriate assessment reports tailored to respective audiences.*

*S/he ensures enhanced assessment knowledge and capacity within the country operation with strong coordination and information sharing with partners.*

*Together with Information Management team, the coordinator assessment will ensure that assessments undertaken are sufficiently comparable due to the use of Common Operational Datasets and key indicators.*

*S/he ensures that the Country Office will be able to improve their assessment performance and products through learning from good assessment practices and that UNHCR is meeting its cluster obligations in assessment coordination and practice at the country level where required.*

*Failure in the delivery of these services risks that appropriate assistance is not delivered to people of concern and refugees. Additional risks are that other actors assume the leadership role, that donors become hesitant to fund the programme due to lack of communication and transparency, and that UNHCR is not meeting its refugee coordination role and/or cluster lead obligations in the countries covered by the position.*

RESPONSIBILITIES

*The Assessment coordinator will support and technically supervise assessment work in the country operation. S/he will define assessment strategies, and develop the assessment capacities to ensure that UNHCR has quality information on which to base its programmatic decision making and that assessment approaches are in line with UNHCR’s global strategy.*

[Include all specific tasks]

*Examples:*

* *Develop and draft the country/operation-specific assessment strategy and define operational and funding requirements for the implementation of the strategy.* 
  + *The strategy must include the internal management of information within UNHCR including document management, flows of information and discovery of data/information within UNHCR.*
* *Organize and convene an appropriate working group such as Refugee Information Management Working Group (RIMWG), or other relevant structure, to ensure a coordinated approach to needs assessment.*
* *Establish an assessment registry (where feasible on existing platforms, i.e. data.unhcr.org and/or hr.info) with all relevant assessment reports by UNHCR, partners and other stakeholders.*
* *Identify and obtain the needed data and information elements required through establishing an analytical framework and subsequent analysis and data collection plans for baseline and context- and sector-specific data.*
* *Coordinate and manage joint (multi-sector) assessment exercises as required.*
* *Provide technical assistance and guidance to UNHCR office and partners with a focus on improving the quality and compatibility of needs assessments undertaken in support of all sectors (in refugee situations) and UNHCR-led clusters.*
  + *Support operational leads in making methodological decisions about how to conduct assessments.*
  + *Ensure and perform data quality and consistency control*
* *Provide support population data management activities including population estimation, information flows from established systems, movement tracking, standard-setting/promotion and dissemination.*
* *Support the promotion of data and information sharing within the humanitarian community as well as the adoption of global a standards, and where appropriate, the establishment of country-specific common data standards.*
* *Enhance assessment capacity to undertake secondary data reviews and analysis of risks and vulnerabilities and work with relevant actors to produce and facilitate the analysis of assessment data, creation of associated reports, and subsequent utilization of this information for planning, prioritization, advocacy, etc.*
* *Design and implement a structured dissemination plan for all information products and services as appropriate (e.g. web portal, mailing list, information centres, etc.) including the definition of standard operating procedures for clearing information products for release.*
* *Perform other duties as required.*

REPORTING

*Depending of the operation, the Assessment coordinator will report directly to UNHCR Representative or to other management position.*

QUALIFICATIONS & EXPERIENCE REQUIRED

[Include all specific qualifications and experience required]

*Examples:*

* *At least 10 years of experience in humanitarian emergencies with increasing levels of management responsibility.*
* *At least 5 years of management experience in humanitarian emergencies, including experience leading multi-disciplinary, multinational teams in complex environments.*
* *Extensive experience in undertaking and managing humanitarian assessments.*
* *Strong technical assessment and leadership skills demonstrated in complex contexts.*
* *Proven ability to mentor and manage people, organize multiple, simultaneous tasks, and deliver results within a specified period.*
* *Proven ability to analyse the overall humanitarian situation.*
* *Experience in handling sensitive data in insecure environments.*
* *Knowledge of the UN system and the international humanitarian community.*
* *Knowledge of protection-related guidelines, standards and indicators.*
* *Ability to formulate assessment-related technical requirements and operating procedures.*
* *Demonstrated ability for leadership in the context of partnership building and consensual decision-making.*
* *Advanced understanding of social statistics*
* *Proven qualitative and quantitative research skills.*
* *Extensive knowledge of interviewing techniques and assessment questionnaire design.*
* *Experience in undertaking secondary data reviews*
* *Strong reporting skills proven in complex environments.*
* *Ability to liaise with sectoral experts to ensure adequate analysis and accuracy of data.*
* *Proven interpersonal and negotiating skills.*
* *Ability to use a logical and structured approach to collate archive and synthesize information*
* *Experience in engagement with IASC Country Teams, government officials, civil society and donors.*
* *Experience with the IASC cluster system*
* *Demonstrated ability to work effectively in emergency and/or complex operations within a multi-cultural environment.*
* *Strong written and verbal communication skills*