Terms of Reference
Analyst

Background

ACAPS

ACAPS is dedicated to improving assessments of humanitarian needs in complex emergencies and crisis through the provision of context-specific information and analysis. ACAPS delivers:

- Independent analysis to support evidence-based decision making for humanitarian operations: a weekly Global Emergency Overview of all ongoing humanitarian crisis and Disaster Needs Analysis that assess specific disasters and their impact.
- Deployment of experts to support assessments in crisis.
- Capacity development of humanitarian actors to carry out better needs assessments.
- Methodological tools: innovative approaches to collect more reliable and timely data.

Purpose of the position

The purpose of the Analyst position will be to deploy to emergency contexts (natural disasters, conflict) and provide the humanitarian community and relevant stakeholders with analysis of humanitarian situation, needs and gaps, as well as technical support to coordinated humanitarian needs assessments.

Analyst will support the production of ACAPS documents, including Disaster Needs Analysis (DNA), Secondary Data Reviews (SDR) and other products developed by the ACAPS analysis team, that may include the weekly Global Emergency Overview (GEO).

ACAPS Analyst may be seconded to UN agencies, or other relevant stakeholders in crisis areas, tasked with performing their duties determined by the TOR of the requesting agency. Candidates will be expected to work under pressure - on occasions in a highly stressful environment, be able to cope in a competitive international environment and to manage conflicting priorities.

An ACAPS deployment typically lasts from 6 to 12 weeks and those accepted to the roster need to be prepared to take on missions of various lengths. Before deployment, ACAPS Roster members will be required to participate in one week of training covered by ACAPS.

Duration of the contract: *to be determined* (typically between 6 and 12 weeks)

Location: *to be determined*

Reporting to: If seconded to another organisation – reporting line to be agreed with the organisation. If not seconded to another organisation, reporting line is to Head of Operations, ACAPS Geneva.

Tasks and Responsibilities

- Maintain and develop a strong network of humanitarian partners and other stakeholders (state, religious and local actors).
- Liaise with key humanitarian stakeholders including the UN and NGOs, to ensure strong coordination of efforts on building a more comprehensive picture of the situation, using primary and secondary data sources.
- Support humanitarian actors (NGO, UN Agencies, OCHA and Clusters) in the field by providing methodological support in their assessments and tools (questionnaires, data bases, data compilation and analysis).
- Collect, organize and synthetize baseline information in affected areas.
- Conduct systematic reviews and synthesis of needs related information available and ensure consistency of the information
- Provide the analysis of available information, with the purpose of identifying key humanitarian gaps (sectoral and geographical)
- Ensure procedures and timeline are in place for the collation and analysis of primary and secondary data.
- Liaise with sectorial experts when necessary for ensuring adequate analysis and accuracy of the data
- Update regularly the humanitarian profile of the crisis and population figures.
- Provide timely and accurate reporting and monitoring of information needs and gaps.
- Maintain a master archive of all documents and data collated.
- Update and maintain secondary data review on a regular basis.
- Provide analysis of the contextual situation on a regular basis as well as periodical sectorial information as deemed necessary.

Qualifications, experience and competencies for the position

Qualifications
- Relevant university degree or higher education, preferably in management, social sciences or international development.

Experience
- At least five years experience in humanitarian emergencies (minimum 2 years field experience).
- Experience with multi-disciplinary, multi-national teams in complex emergencies / environments an advantage.
- Experience in participating in humanitarian needs assessments is a plus.
- High level of familiarity with assessment tools and coordination mechanisms
- Familiarity with the crisis-affected areas and populations is an advantage;
- Ability to analyse the overall humanitarian situation, develop programme strategy and project concepts.

- Knowledge of quantitative and qualitative methods.
- Excellent written and verbal communication skills.
- Good working knowledge of Microsoft Office (Word, Excel, Power Point, Outlook) and of social media.
- Ability to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail and working efficiently in a team.
- Experience in engagement with IASC Country Teams, government officials, local civil society, INGOs, donors an advantage.
- Experience with the UN cluster system an advantage
- Autonomy, takes initiative and is self-motivating.
- Experience of security management in insecure environments.

Language
- Fluent in written and spoken English. French, Spanish and Arabic are an advantage.

Knowledge
- Solid understanding of the principles of emergency response and early recovery.
- In-depth knowledge and understanding of the institutional mandates of IASC agencies.
- Considerable experience in the workings of the UN system and humanitarian operations across a variety of geographic areas.