



## **CONSULTANCY ADVERTISEMENT**

# **Field and Access Coordinator CONSULTANT - Northeast Syria**

Full-time consultancy position, one year, home based – Jordan, UK, EU countries or any other location with similar Time Zone.

**June 2022**



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

**Vision:** Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

**Mission:** Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Scope of Work

Integrity is looking for an experienced Field and Access Coordinator to support a research and monitoring project in Northeast Syria.

## How the Consultant fits into the Integrity team

The Field and Access Coordinator will deliver the following four core functions:

1. Lead the recruitment and training of field officers/researchers, remotely manages their operations in Syria, and ensures all duty of care procedures are followed and any incidents are reported.
2. Oversees access permissions for data collection in all communities in coordination with senior field monitors.
3. Coordinates all data collection for research and monitoring deliverables and relevant activities, including the coordination of trainings and daily/weekly briefings with the field monitors, Research Manager, and Monitoring Manager.

4. Conducts outreach with key informants inside Syria and organizes interviews when needed.

## Terms of Reference

- Recruitment and training of field monitors and researchers in Northeast Syria.
- Ensure established relations with local authorities in NES and oversee access permission for data collection in coordination with senior field monitors.
- Support with design and testing of quantitative and qualitative data collection tools (including design and testing with KoboToolbox).
- Leading on translation of tools from English to Arabic.
- Support the development of training modules and materials as needed.
- Remotely manages the field team in Northeast Syria and coordinate all data collection for research and monitoring deliverables.
- Prepare weekly/daily tasks for the field monitors based on work plans provided by the Monitoring and Research Managers and ensure seamless coordination to get information in a timely and efficient manner.
- Ensure through close monitoring and coordination that the field team follow duty of care and security protocols as needed.
- Report on daily progress of monitoring and research activities to Monitoring Manager, Research Manager, and Project Manager.
- Report on incidents at the field level to the Project Manager on a timely basis.
- Support the schedule and delivery of regular training and feedback sessions with the field team.
- Ensure timely submission of field reports.
- Review and validate the raw data before submission to Monitoring Manager and Research Manager on an ongoing basis.
- Support analysis team on clarifying and contextualizing data points and reviewing analysis reports when needed.
- Conducts outreach with key informants inside Syria, organizes interviews, and collects data on key issues when needed.
- Support the development of bi-weekly context updates/briefing covering security and governance developments in NES.
- Support Integrity's development of networks in Syria to facilitate successful scope expansion, if requested by the client.
- Other tasks as required.

## Your Experience and Expertise

You will have:

- A University/Diploma degree in a related field.
- Four years of experience working in international development or humanitarian aid in emergency contexts in a capacity building, monitoring, evaluation, communications, or program implementation capacity.

## Languages:

- Spoken and written Arabic language, including the ability to communicate in local dialects, is required.
- Spoken and written English language proficiency is desirable.

## Competencies:

- Demonstrated experience and capacity to manage teams of field staff, enumerators, researchers, or other groups and human resource management tasks.
- Demonstrated experience working on NES with established relations with local authorities.
- Knowledge of the Syrian conflict and the ongoing dynamics across the country.
- Strong attention to detail; this task involves many separate and specific tasks, so individuals who are not generally detail oriented will not succeed.
- Computer proficient, especially with Excel.
- Experience and comfort working with online communication platforms.
- Systematic and thorough work ethic.
- Self-motivated and able to work with minimal oversight.
- Highly reliable and able to proactively identify challenges/obstacles and recommend.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **27<sup>th</sup> June 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by data protection laws.*