



Political/Policy Analyst, Democracy Resource Center- Nepal (DRCN)

Terms of Reference

Title: Political/Policy Analyst

LOE: Full Time

Period of Assignment: December 2017 – July 2018 (with possible extension)

Expected start date: December 25, 2017

Location: Kathmandu

Travel: Occasional travel to DRCN field offices around the country will be required.

Background and Opportunity

- **About DRCN:** Democracy Resource Center-Nepal (DRC-Nepal) is a non-partisan, not-for-profit, non-governmental organization that aims to promote democracy in Nepal through localized observation, research and objective reporting on outstanding peace process commitments that have potential to be conflict drivers, such as implementation of the new constitution, local governance, accountability, political violence and human rights among others.
- **Purpose:** Under direct supervision of the DRCN Director and as part of DRCN's analytical team, this position monitors and analyzes data on Nepal's local politics and governance situation. This analysis is key to successful reporting by DRCN on post-constitution politics and governance in Nepal. The Political/Policy Analyst must have or obtain knowledge of, and be able to analyze, the following political subjects:
 - Pending and passed laws and policies related to Nepal's federal, provincial, and local level restructuring processes
 - Political and legal challenges to the implementation of the Constitution
 - Parliamentary committees or commissions that are established to oversee aspects of constitution implementation
 - Assessment of elections process
- **Responsibilities:**
 - Coordinate with the DRCN analytical team to periodically release public statements and reports with findings and recommendations directed at international and national government, media, political parties, and other civil society entities
 - Keep chronological and critical records of Nepal's post-constitution political developments and processes
 - Provide information about the implementation of the provincial and local level structures including their successes and challenges
 - Provide specific policy recommendations to improve the electoral processes based on objective observation and reporting of the elections' technical conduct and political context
 - Become familiar with relevant DRCN publications
 - Coordinate with relevant organizations and donors to share analysis
 - Establish and maintain contacts with government officials, political parties, civil society groups, and non-governmental organizations relevant to the political process
 - Record analysis best practices to build DRCN as a resource center for other stakeholders

- Remain available for consultation (phone or email) until all reporting is complete
- Deliverables:
 - Analysis on Nepal's political transitions for public statements, Periodic reports, Situation reports, and Thematic reports
 - Prepare briefing materials and talking points based on analysis as requested
 - Create preliminary database of analysis resources for stakeholders
- Qualifications and Experience:
 - Academic:
 - Advanced university degree in international relations, political science, social science, or related field
 - Professional:
 - 2-3 years relevant professional domestic or international experience
 - Excellent analytical and drafting skills to contextualize political developments in Nepal at the federal, provincial, and local levels (see specific topics under Purpose)
 - Sound political judgment
 - Demonstrated ability to use qualitative analysis methods to determine analysis from data
 - Demonstrated ability to work under pressure in a sensitive political environment
 - Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity
 - Language: Nepali and English (fluent spoken, written, and reading); knowledge of other local languages of Nepal are an asset
 - Other desired skills: Microsoft Office Suite (word processing, Excel, and PowerPoint are prioritized)
- Payment and Schedule:
 - In consideration for services described in the contract, DRCN will pay competitive salary subject to negotiation based on experience and expertise.

Interested candidates should apply with latest CV with two references, and a cover letter to info@democracyresource.org by 17 December 2017. Only shortlisted candidates will be contacted.

DRCN is committed to achieving workforce diversity in terms of gender, ethnicity and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with strictest confidence.