

# DEMOCRACY RESOURCE CENTER

## Research Coordinator, Democracy Resource Center- Nepal (DRCN) Terms of Reference

**Title:** Research Coordinator

**LOE:** Full time

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

**Expected start date:** 25 December 2017

**Location:** Kathmandu

**Travel:** Regular 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 the head of DRCN's research team, this position documents and analyzes data on Nepal's local politics and governance situation from DRCN's field offices to DRCN's main office. The field offices and researchers directed by the Research Coordinator will be located around Nepal and will learn from local stakeholders about issues covering local implications of the following:
  - Constitution implementation processes
  - Issues of national and sub-national governance
  - Early identification of election, local politics and governance related risks and challenges

This documentation and analysis is key to successful reporting by DRCN on post-constitution politics and governance in Nepal.

- **Responsibilities:**
  - Supervise 5 DRCN field offices and field researchers.
    - In coordination with the DRCN core team, recruit and deploy field researchers for field offices
    - In coordination with the DRCN core team and field researchers, organize relevant trainings
    - With approval from the DRCN Director, create research plans using primarily qualitative methods and based on needs expressed by national and local stakeholders
    - In coordination with the DRCN core team and field researchers, develop research methodology and evaluation instruments including interview and survey protocols
    - Ensure and uphold ethical and rigorous data collection and data management practices as the Research Coordinator and amongst the field research teams, including ensuring submission of all research instruments and confidentiality needs
    - Ensure all field researches comply with DRCN security and observation guidelines
  - Become familiar with relevant DRCN publications and past methodologies
  - Build and maintain relationships with other domestic research organizations
  - Record research 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:
  - Research methodologies based on assigned projects
  - Terms of reference for field researchers
  - Meetings with field office teams
  - Draft and review reports on Nepal's political transitions for public statements, Periodic reports, Situation reports, and Thematic reports
  - Review briefing materials and talking points based on analysis as requested
  - Create preliminary database of research resources for stakeholders
- Qualifications and Experience:
  - Academic:
    - Advanced university degree in international relations, data science, or other relevant degree
    - The equivalent combination of education and the extensive relevant professional experience in a related area
  - Professional:
    - 2-3 years relevant professional domestic or international experience including team management experience and research project planning and implementation
      - Ability to define clear goals
      - Responds positively to different points of view and feedback
    - Excellent research and analytical skills to contextualize political developments in Nepal at the federal, provincial, and local levels (see specific topics under Purpose)
    - Demonstrated knowledge of bias mitigation strategies in staffing and research contexts for themselves and for teams
    - Demonstrated accountability to meet deadlines on time, up to quality standards, and within a stated budget
    - Demonstrated ability to use qualitative and quantitative research methods to gather data
    - Demonstrated ability to work under pressure in a sensitive political environment by prioritizing assignments and clearly communicating needs
    - 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 a 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](mailto: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.