Duties and Responsibilities for Research Officer

Blue Banyan Consulting LLP requires the services of a consultant to ensure that its research design, strategy and execution as well as monitoring and evaluation needs for their project are effectively executed. More specifically, the consultant will support the Designated Partners in their work by helping manage project needs for both external and internal stakeholders.

Scope of Work:

The Consultant will work to:

- Lead, plan, and organize, the research strategy for the project;
- Coordinate and support primary and secondary data collection and analysis and report-writing;
- Plan, implement, monitor and evaluate project progression and outputs;
- Support the program Unit, both substantively and structurally, in varying stages of the project cycle.

Expected Outputs and Deliverables:

The consultant is expected to achieve the following outputs:

- Develop research protocols and guidelines for the project;
- Conduct literature reviews as needed;
- Do the preparatory research work and the execution for the baseline, midline and endline interventions;
- Implement the tools to collect, record, analyze, and evaluate data;
- Recruit and/or interview subjects;
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary;
- Attend and document workshops and summarize interviews;
- Discuss findings with other personnel to evaluate validity of findings;
- Attend project meetings other meetings as necessary;
- Summarize project results;
- Prepare reports of completed projects for presentation to partners/funders, or for use in further applied or theoretical research activities;
- Coordinate project-related meetings such as Inception Workshops, and other stakeholder meetings;
- Prepare the final data and analysis piece including final reports, interim reports etc;
- Prepare project proposals for project partners;
- Support evaluation and reporting activities related to project closure and developing project documents for the next phase;
- Develop and maintain a comprehensive Monitoring and Evaluation Framework for the Project;
- Lead methodology and adapt and develop tools as needed for evaluation for mental health program;

- Work with the online team to ensure data security and integrity;
- Support to project closure activities and prepare project documents as needed;
- Carry out such other work as required by the Designated Partner in keeping with their role.

Institutional Arrangement:
The Consultant will report to the Project Lead and Coordinator at and work in close collaboration with the project team and other key parties. The success of the project depends on the timely delivery of each component. The Consultant should ensure timely identification of potential risks and signal any delays in deliverables.

The present ToRs may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations. Blue Banyan will hold the copyright of the assignment deliverables.

Duration of the Work:
In accordance with the requirements above, The Consultant is expected to commit to a minimum of 21 working days per month.

Required Skills and Experience:
The consultant should possess the following expertise and qualifications:

Education:

- Master's Degree in development studies, social sciences, international relations or other fields related to the scope of the assignment;

Experience:

- Five or more years of relevant experience related to research around mental health among youth and other vulnerable populations;
- Research and Data Analysis - Strong quantitative and qualitative research and data analysis skills. Knowledge of statistical packages such as Stata/R, and experience with mid range -large datasets will be preferred
- Expertise in conducting research related to innovation, policy development and ICT;
- Relevant experience on evaluating programmes for LGBTQIA++ and other vulnerable populations;
- Understanding monitoring and evaluation methodologies is essential;
- Demonstrated ability to meet deadlines and work under pressure;
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others;

Competencies

Corporate Competencies:

- Promotes the vision, mission, and strategic goals of the project;

- Displays cultural, gender, religion, race, nationality, age, disability, sensitivity and adaptability;
- Treats all people fairly without favouritism.

Functional Competencies:
Communication:

- Communicate effectively, both in writing and verbally, to a varied and broad audience in a simple and concise manner.

Professionalism:

- Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Strong previous experiences of qualitative and quantitative research;
- Strong understanding of data analysis and thematic analysis;
- Excellent analytical and organizational skills;
- Able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork:

- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Language requirements:

- Excellent English, Hindi for report writing, presentation and communication skills. Marathi is as plus