

**TERMS OF REFERENCE**  
**Research Coordinator Consultancy**

<b>Organization</b>	<a href="#">NEAR</a> (Network for Empowered Aid Response) (Hosted by <a href="#">Adeso</a> – African Development Solutions)
<b>Position</b>	Research Coordinator
<b>Reporting To</b>	Director of Policy
<b>Working With</b>	NEAR Secretariat (including Executive Director and other project team members), NEAR members and stakeholders
<b>Duty Station</b>	Remote
<b>Duration</b>	18 months, part-time
<b>Starting Date</b>	As soon as possible

**ABOUT NEAR**

NEAR (Network for Empowered Aid Response) is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. NEAR is a membership based organization with members coming from four regions: Africa, Asia and the Pacific, Latin America and the Caribbean, and the Middle East.

**ABOUT ADESO**

NEAR is currently hosted by Adeso, an expanding and vibrant African based international development and humanitarian organization. Adeso and NEAR both aspire to prevent and overcome situations that adversely affect community well-being by: Influencing policy change and enacting systemic change through innovative solutions led by local and national actors.

**POSITION PURPOSE**

Under the leadership of the Policy Director, the Research Coordinator will oversee and coordinate all research activities for NEAR's inaugural 'State of Localisation' report, providing a comprehensive analysis of localisation in humanitarian aid to support NEAR's strategic goals. This role will also contribute to broader NEAR research initiatives, integrating findings and informing strategy.

**SPECIFIC ROLES AND RESPONSIBILITIES**

**Scope & Plan:**

- Help establish and regularly engage with the 'state of localisation Advisory Committee' to:
  - finalise research questions, objectives, and methodology for the report with a focus on utilisation by clearly identified targeted users (i.e., priority actors expected to use the related data/findings to help NEAR achieve its related strategic objective) in alignment with NEAR's strategic goals.
  - draft, share and validate the research's work plan.
- Closely collaborate and engage identified research partners on design, research tools, data collection methods and data validation processes.

**Data collection, analysis, and validation:**

- Design, conduct and share literature review to help inform and adapt the report's finalized scope and approach.

- Design, test, adapt data-collection and aggregation tools, in close collaboration with data collectors, for both qualitative and quantitative data, ensuring robust representation and relevance.
- Support all data collection and data quality verification efforts, including field visits and stakeholder interviews.
- Conduct data-aggregation, data-quality and analysis, including through complementary methods whenever required, such as Key Informant Interviews (KIIs) or Focus Groups (FGs).
- Facilitate data validation event(s) (joint or separate) with both the Research Advisory Committee and a representative sample of targeted research users (other than Advisory Committee members).

**Report writing:**

- Take into account feedback from research validation event(s), complete data analysis to discern trends, draw conclusions, and formulate recommendations.
- Draft sections of the report, synthesizing research findings into a compelling narrative.
- Collaborate with NEAR teams to ensure the report reflects diverse perspectives and expertise.

**Finalisation, design, and publication:**

- Revise the draft report incorporating input from critical reviews by stakeholders.
- Guide the design process with consultants for clarity, accessibility, and visual impact.
- Oversee the publication process, ensuring timely release and distribution.

**Research launch and uptake:**

- Working with the NEAR Secretariat, develop and guide a launch strategy to maximise reach and influence.
- Create engaging presentation materials and plan dissemination activities.
- Conduct briefings and presentations to stakeholders, amplifying the report's impact.

**Supporting NEAR's research and learning agenda:**

- Identify intersections between the report findings and NEAR's ongoing learning efforts.
- Contribute to the development of NEAR's research framework and learning materials.
- Participate in research discussions, offering insights to shape NEAR's future research agenda.

**EXPERIENCE AND QUALIFICATIONS**

- Advanced degree in International Development, Humanitarian Studies, or a related field.
- Significant experience in humanitarian research, with a demonstrated ability to lead complex research projects.
- Strong understanding of localisation principles, practices, and challenges in the context of humanitarian aid.
- Proficiency in both quantitative and qualitative research methods.
- Excellent analytical, writing, and communication skills.
- Ability to work collaboratively in a diverse, multicultural environment.
- Fluent in English; proficiency in additional languages relevant to NEAR's operational regions is a plus.

**APPLICATION PROCESS**



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All applications should be sent to [jobs@near.ngo](mailto:jobs@near.ngo) by **14 May 2024** with “**Research Coordinator**” on the subject line. The selection committee will review all applications as they arrive.

Each application package should include the following:

- Cover letter with the applicant’s current contact information (limited to one page)
- CV
- 1 writing sample
- Two Professional References, with complete contact information

**All applicants must meet the minimum requirements described above. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.**