

POSITION ANNOUNCEMENT FOR
SPECIALIST - RESEARCH & EVALUATION, NEW DELHI

ABOUT THE ORGANIZATION

Ipas Development Foundation (IDF) works to increase women's ability to exercise their sexual and reproductive rights, especially the right to safe abortion and contraceptive services. IDF seeks to eliminate unsafe abortion and the resulting deaths and injuries, and to expand women's access to contraception, comprehensive abortion care and related reproductive health information and care. Towards this, IDF works in strengthening training systems, service delivery of comprehensive contraception and abortion care, and access to these services within the public health system, with the aim of making a positive impact on the health of women in India. IDF's program currently spans 10 states to include the states of Assam, Bihar, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Odisha, Rajasthan, Uttar Pradesh, and West Bengal.

Ipas Development Foundation (IDF) has been consistently rated among "India's top 10 NGOs to Work for" by Great Place to Work® Institute in the last 5 years. This recognition is a testament of the organization's high-trust, high-performance work culture.

OVERVIEW OF POSITION

IDF seeks to hire a Specialist - Research and Evaluation to be based at New Delhi. The position reports to the Chief Technical Officer - Research and Evaluation and is responsible for independently designing, implementing, and documenting qualitative and evaluation studies funded by multiple donors. This position will also be responsible for monitoring special projects, including routine progress of proposed deliverables, completion of data collection and data entries, analyzing internal data collected by the IDF staff for the monitoring purpose. The Specialist-Research and Evaluation would be required to draft study findings for external circulation and publication. S/he would be required to work closely with other Research and Evaluation (R&E) staff and IDF's Finance, Health System, and program staff.

ROLES AND RESPONSIBILITIES

The responsibilities of the Specialist- Research and Evaluation will include the following:

Research and evaluation

- Assist in evolving research priorities and plans.
- Develop qualitative as well as quantitative study design, research tools, ethical requirements, qualitative/quantitative data analysis for generating constructs, causal analysis, reports, and articles for peer reviewed journals.
- Utilizing qualitative software and basic statistical techniques with methodological guidance of the Chief Technical Officer - Research and Evaluation.
- Implementing research projects including pre-test research tools.
- Capacity building of external research agencies to conduct qualitative and quantitative studies for IDF.

Monitoring and improving data quality of special projects

- Develop monthly plan for data inflow and outflow of the special projects.
- Monthly data validation and cleaning.
- Generate project specific performance matrix for monitoring the project progress over time.
- Cross-validating and generating donor tables for the special projects as an ongoing process.
- Share anticipated concerns with the Chief Technical Officer - Research and Evaluation in advance.

Literature review and report production:

- Develop research reports and manuscripts based on primary and secondary data, for internal and peer-reviewed publications in adherence with the proposed timeline.
- Conduct literature review for initiating new implementation.

Data management using TERRA and EAISI software:

- Learn and implement TERRA (Global data management software) and EAISI (India specific software for managing contraceptive data) software to access core data entered at multiple locations.

Partner Management and Fund Disbursement:

- Circulate research briefs for the external agencies.
- Develop a comparative evaluation matrix.
- Identify potential agencies that can undertake research/data collection/data entry.
- Manage relationships with research/external partners by coordinating and monitoring their work.
- Maintain routine correspondence and provide them required technical support, follow-up, and maintenance of Institutional Review Board (IRB) clearance.
- Work with Finance and R&E teams for bill raising, fund disbursement and provide support for internal audit.

QUALIFICATIONS AND EXPERIENCE

Candidates suitable for the position:

Core qualifications and experience

- Advanced degree in Social Science, Management, Demography or Statistics.
- 5+ years of relevant experience with at least 2 years of implementing qualitative research studies and report writing.
- Excellent computer skills with proficiency in MS Office, ATLAS-ti, and SPSS/STATA.
- Strong analytical and software skills to implement qualitative research.
- Experience in report writing and drafting manuscript
- Strong sense of responsibility while handling sensitive information.
- Fluency in spoken and written communication in English.
- Willingness and ability to travel 20% of the time.

Desirable qualifications and experience

- Good understanding of public health, social issues, and health systems in India.
- Knowledge of research methodology including qualitative research, basic statistical techniques, and ability to use data for program interventions.
- Confident, self-driven and a team player with the ability to work in a diverse environment.
- Publication in peer-reviewed journals.
- Proficiency in Hindi and/or other regional languages.

TO APPLY

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last drawn salary and expected salary) to idf.qual@sectoraccess.co.in by November 30, 2021.

Your CV must be accompanied with:

- Cover letter justifying suitability for the position – role fitment based on present & past work experience.
- Current/last drawn compensation & expected compensation.
- *CVS WITHOUT COVER LETTERS AND COMPENSATION DETAILS WILL NOT BE CONSIDERED.*

Please note:

- *IDF management reserves the right to modify the contents of this position description at any time.*
- *IDF is an Equal Opportunity Employer.*
- *IDF's recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. All employees & consultants are expected to uphold this commitment.*
- *Women candidates are encouraged to apply.*
- *Only shortlisted candidates will be contacted.*

For further clarifications, please contact Sector Access at +91 77 039 82477 between 10:00 am to 5:00 pm on weekdays. In case you are unable to reach the number, please send a WhatsApp or SMS with your name and contact number and Sector Access will connect with you on priority.