

Research Associate

Role profile

Location	Delhi/NCR, India	Department	International
Reports to (Job Title)	Senior Manager- Impact under DAP	Salary Band	H high
Matrix manager (if applicable)	NA	<u>Competency level</u>	2

Role definition

Role purpose

The purpose of the role is to contribute to executing external studies and research projects. The role holder will lead, manage and support research and consultancy programmes in accordance with the expectations of the client. S/he will plan and implement assignments by making detailed plans & internal budgets, hiring consultants and vendors, developing tools, managing field work, conducting analyses & preparing reports. This role will involve working with a team of researchers and will require ensuring effective management and execution of assignments. The role holder may also be expected to support in business development through proposal development and client presentations

Specific responsibilities:

Preparatory activities for delivering research and consulting assignment

- Coordinating with internal and external stakeholders on matters relating to the projects
- Developing detailed plans and guidelines for delivering research and consulting assignments
- Conducting desk review, literature survey and secondary data analysis as per requirement
- Developing high quality conceptual frameworks, research frameworks and indicators
- Developing ethical standards, protocols and research tools and finalising them through appropriate field testing
- Training of field teams
- Managing development of data entry packages

Managing Field work

- Undertake field visits to project locations as and when necessary
- Executing sampling framework and identifying respondents
- Managing high quality data collection with ethical standards
- Conducting qualitative survey and developing transcripts

- Ensuring data quality and completeness through back-checks and data verifications

Data analysis and Reporting

- Data cleaning and developing final databases
- Collate and analyse the data collected
- Prepare reports and presentations to be shared with the client/partners
- Managing project delivery within budgeted costs

Promote learning and knowledge management

- Develop guidelines and reference documents for delivery of research and consulting assignments
- Evolve internal Knowledge Management (KM) solutions to improve information access to team members
- Build network with other research organizations and institutions to share research findings and for collaborative initiatives
- Develop project and research briefs for wider dissemination
- Support staff in identifying indicators, data analysis, report writing and sharing of findings
- Build capacities of team members in research and data analysis

Contribute to business development

- Work along with the Senior Manager – Impact Advisory and the larger development advisory team on potential projects
 - Develop technical proposals and cost estimates for the opportunities
 - Develop and deliver client presentations for business development as required
- Interact with prospective partners/clients as and when necessary

Key outcomes

- Efficient management of consulting and research assignments to deliver high quality outputs as per agreed terms with clients/partners
- Appropriate conceptual and research framework and indicators
- High quality tools that align with the objectives of the assignments
- Ensuring primary and secondary research for the assignments adhering to the highest quality standards and ethics
- High quality data collection and analysis
- Cost efficient and within budget delivery
- Developing high quality reports as per agreed frameworks
- Guidelines and references for delivery of assignments
- High quality project and research briefs for external sharing
- Making sure that the external stakeholders involved in the delivery of the projects align their work with the objectives of the assignment and quality standards of CAPL
- Contributing to and creating high quality proposals for prospective projects
- Representing CAPL among current and prospective partners and external forums as and when required

Role agility

Expected national travel per annum Up to 75 days

On call/unsocial hours Yes

Expected international travel per annum Occasional travel

Surge capacity for emergency responses No

In order to respond to ever changing demands within the environment, CAPL operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

This role will be based in New Delhi and the role holder will report to Senior Manager-Impact Advisory at Change Alliance. The role will require successful execution of research and consultancy projects taken up by CAPL. The role requires coordinating and working closely with the internal and external stakeholders. The post holder will be expected to ensure that projects are managed and executed effectively as per agreement and allocated resources. The post holder will be required to travel to project locations as and when required. The post holder in consultation with the line manager will directly manage and support research and consultancy projects and externally represent Change Alliance wherever appropriate. In addition, the post holder will contribute to business development including proposal development, client presentations and meetings. The role holder will also support in knowledge management and learning initiatives.

Role requirements

Relationships

External: Working closely with consultants, vendors and clients for consulting work and other stakeholders. The role will also require liaising and building good relations and networks with existing and potential clients, donors, partners and Government agencies.

Internal In the current structure, the role reports to Senior Manager – Impact Advisory. Working closely with Impact Advisory and development advisory team in managing and delivering consultancy and research projects.

Decision making

Significant decisions on project work with the Senior Manager – Impact Advisory. Decisions are made in order to ensure assignments are successfully managed and delivered. Decisions based on maintaining quality standards and objectivity. Decisions on developing right kind research and consultancy delivery framework, appropriate recruitment of external consultants and ensuring that every assignment is delivered with high quality.

Budgetary/savings responsibility N.A.

Analytical skills

Ability to synthesise data from appropriate sources and analyse to prepare meaningful and concise reports. Research, study and documentation skills are desirable.

Developing self and others

Manage resources effectively. The ability and desire to promote an open, inclusive work environment that emphasises cooperation and teamwork are essential

Number of Direct reports

0

Overall people management responsibility

matrix manage 0

Click here to enter text. The extent to which the job holder is responsible for their own work, for influencing and/or directing the work of others, acting in an advisory/specialist capacity

Role related checks

Child protection clearance Standard **Counter terrorism screening** Required

Person specification

Applied skills/knowledge and expertise

- At least 5 years of experience of research, documentation and field work. Experience of designing both Qualitative and Quantitative research projects will be preferred
- Post Graduate degree in population sciences, research, economics and/or statistics or any other discipline with a strong concentration on highly analytical and quantitative aspects

- Significant exposure to research and consultancy projects
- Strong written and spoken English and advanced writing skills.
- Experience in designing and leading, on specific research projects
- Highly developed data analysis skills (quantitative and qualitative)
- Ability to work on different themes and subjects depending on the need of the projects
- Excellent interpersonal skills including ability to discuss and address sensitive issues
- Excellent proposal writing skills.
- Ability to work in teams and independently

IT competency required

Advanced (Specially skills using statistical packages like Excel, SPSS, EPI, Stata as well as qualitative analysis packages like NVivo etc.)

Digital enablement

- Being able to collaborate and work with colleagues who are not in the same physical place effectively, and build a sense of presence when working in a virtual team
- Understanding the principles of good design of digital content and able to develop digital content across a range of channels, such as social media, web and other digital media
- Having an hypothesis based approach to new ideas and being able to use data to drive decisions into the impact, adoption, engagement rates, success of those ideas

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