

Scope of Work: Analyst

Date: **23 August 2019**

Closing Date: **N/A; Open Call for C.V.s**

Located in: **Remote/Flexible**

Contract type: **Consultancy**

Duration: **Subject to available funding**

Reporting to: **COAR Lead Analyst**

Supervision of staff: **N/A**

COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments. COAR delivers neutral and objective research and analysis, which identifies - but does not influence - local stakeholders, relationships, interests, and analyses broader political, economic, social, and security dynamics and trends. COAR research leverages social media, personal networks, field research teams, and local experts in order to map and translate the local human context; COAR analysis synthesizes and studies this data in order to inform both programmatic and strategic decision-making, reduce security and conflict sensitivity risks, and increase the impact of humanitarian, development, stabilization, peace-building, and peacekeeping initiatives.

Objective

This scope of work (SoW) outlines the COAR Analyst consultancy with the Center of Operational Analysis and Research (COAR). The COAR Analyst will be expected to produce deliverables through an understanding of both the Syrian context, the legacy of the Syrian conflict and the donor-funded humanitarian and development response. The COAR Analyst will be expected to support multiple tasks and projects from different clients, through fast-paced, real-time collection of qualitative data, and analytical writing.

Activities

The COAR Analyst will:

- Actively track trends with regards to military/security, political, economic, social, and humanitarian developments on the ground.
- Follow social media, traditional media, and other open source outlets with validity, reliability and granularity in mind.
- Analyze local, national, and regional developments within the Syrian context in collaboration with the COAR's Research Unit.
- Build trust-based relationships with COAR Researchers and, in conjunction with Research Unit Lead, task COAR Researchers.
- Collect relevant data points and articulate specific topics, geographies, and entities within Syria.
- Be available to thoughtfully provide responses for requests for information (RFIs) on specific issues, topics, or projects. The COAR Analyst should expect requests for input (research and analysis) outside of normal working hours.
- Research for and drafting of periodical products, such as daily and weekly reports.

- Work in a committed, professional manner with consistency, integrity, and confidentiality.

Deliverables

The COAR Analyst will:

- Conduct research and analysis to draft periodical products, thematic reports, and other COAR products as needed.
- Provide research and analysis for external ad hoc requests for information (RFIs) on local, country-level, regional, and international developments related to the Syrian context, to be provided for COAR's clients.
- Produce materials, documents, and PowerPoint presentations for briefings, workshops, conferences, or other events attended or hosted by COAR.

Qualifications and Experience

The ideal candidate for COAR Analyst will have:

- A bachelor's degree in Political Science, International Affairs/Relations, Middle East Studies, Public Policy, Anthropology, Sociology, or a related field. Master's degree is desirable.
- One to three years of experience collecting and analyzing qualitative data for a research institution, think tank, publication, or NGO. Experience in collection of highly sensitive primary information from a field researcher network highly desirable.
- One to three years of experience working in the humanitarian, early recovery, stabilization, or development field. Work experience with an implementing local or international NGO highly desirable.
- Demonstrated knowledge of the Syrian context.
- Demonstrated understanding of donor-funded humanitarian, early recovery, stabilization, and/or development architecture.
- Demonstrated ability and/or willingness to work under tight deadlines, provide real-time data points and analysis with accuracy under pressure, and off-work hours.
- Commitment to client confidentiality.

This is an open call for CVs. If you believe you fit the criteria above, please send your CV to HR@coar-global.org, listing 'COAR Analyst' in the subject line.