Scope of Work

**Position Title:** Analytical Writer  
**Position Location:** Remote  
**Reference No.:** 230307  
**Timeframe:** Subject to funding availability  
**Coordinator:** Project Manager

**Overview:** This Scope of Work (SoW) outlines the Analytical Writer position with the Center for Operational Analysis and Research (COAR). The Analytical Writer will produce research and deliverables as outlined below, drawing on a growing understanding of the donor-funded humanitarian and development responses to conflict/crisis in Syria and other MENA contexts in which COAR undertakes its work. The position does not require an in-depth appreciation of these contexts. Rather, the Analytical Writer will work alongside COAR Analysts to deliver reports to inform donor-funded humanitarian and development responses. Opportunities may be afforded to deliver briefings tailored to the individual interests and sensitivities of senior stakeholders and clients as appropriate, so too opportunities to lead on analytical research products where appropriate. Critical to the position is a willingness to deliver high quality copy in partnership with colleagues and a structured approach to purposeful writing. **Applicants will therefore be required to complete a written test (in English) as part of the application process.**

**About COAR:** 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 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 context. COAR analysis synthesises 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, stabilisation, peace-building, and peacekeeping initiatives.

**Objectives**

- To ensure high-quality written content across the portfolio as required, primarily serving a content production and copy editing/editorial function and supplying secondary analytical capacity.
- To deliver a range of written products ranging from short-form periodic context updates to long-form thematic research across matters of security/conflict, governance, regional interventions, economics, society, extremism and radicalisation, and humanitarian/development dynamics.
To engage widely across several COAR teams, coordinating with line management as necessary to ensure timely report publication and smooth coordination.

Activities

- Collaborate with other team members and donors/clients (as appropriate) to develop research plans, methodologies, and timelines for thematic research.
- Produce written content in line with the research objectives of COAR staff and clients.
- Serve a quality assurance and editorial function for written reports as required.
- Proactively engage with project managers across MENA contexts to ensure smooth workflows.
- Support in-depth thematic research, project/sectoral document review, and literature review as needed.
- Over time, develop a nuanced understanding of the international and domestic responses to the MENA contexts in which COAR undertakes its work, to include political red-lines, sectoral risks, and client/donor objectives at the strategic and programmatic level.
- Support COAR’s data visualization and analytics by collaborating with COAR research team, information management, and analytic focal points to identify qualitative data collection opportunities.
- Coordinate with COAR staff involved in final report publication, to include graphic design, web administrators, and others as appropriate.
- Demonstrate proactive communication: Our research is highly collaborative, can be split across multiple time zones, and is often time sensitive.
- Support COAR communications and social media output and development.
- Participate in COAR team meetings as required, including analytical team discussions.

Deliverables

- Support the delivery of a range of analytical products including:
  - conflict analysis;
  - conflict sensitivity assessments;
  - sectoral research;
  - reporting and longitudinal analysis on themes such as: security/conflict, governance, regional interventions, economics, society, and humanitarian/development dynamics and interventions;
  - safeguarding/programmatic risk assessments.
• Support the development and implementation of research plans based on client-requests, support primary and secondary research as appropriate, and produce varied political economy analyses of communities, systems, stakeholders, etc.
• Respond to ad-hoc requests for information (written and oral).
• Provide editorial services across the above-listed products, ensuring consistently high-quality written products.
• Ensure consistent and engaging social media content linked to COAR reporting and activities.
• Present verbal updates and briefings on Syria to COAR clients, partners, donors, and other associated stakeholders as required. This is more likely once familiarity with the contexts and client bases are developed.

Qualifications and Experience

• A Master’s degree in Political Science, International Affairs/Relations, Middle East Studies, Public Policy, Anthropology, Sociology, Journalism, or a related field.
• One year experience collecting and analysing qualitative data for media outlets, think tanks, research organisations, NGOs, or other research and information-related organisations. Experience working on sensitive topics is desirable.
• Journalistic experience is considered an advantage.
• Familiarity with Syria, Lebanon, Palestine and/or the donor-funded humanitarian, early recovery, stabilisation, and development architecture in these contexts.
• Demonstrated ability and/or willingness to work under tight deadlines, provide real-time data points and writing with accuracy. At times under pressure, and sometimes off-work hours.
• Commitment to discretion and confidentiality.
• Excellent written English and communication skills.

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the Position Title and Reference Number in the subject line of the email.

Due to the high volume of applications, only successful candidates will be contacted.

All applications will be treated with the strictest confidentiality.