Scope of Work

**Position Title:** Analyst  
**Position Location:** Remote  
**Reference No.:** 230305  
**Timeframe:** subject to funding availability  
**Coordinator:** Senior Analyst

**Overview:** This Scope of Work (SoW) outlines the Analyst consultancy with the Center for Operational Analysis and Research (COAR). The Analyst will produce the deliverables outlined below through an understanding of the donor-funded humanitarian and development responses in Syria and other MENA contexts in which COAR undertakes its work. The Analyst will be expected to support multiple tasks and projects through real-time collection of qualitative data and analytical writing and team work. The production of written research outputs is critical to this role. Applicants will 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 - 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 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 support short-form reporting and longer-form longitudinal and thematic research papers on security/conflict, governance, regional interventions, economics, society, extremism and radicalisation, and humanitarian/development dynamics in Syria and other relevant MENA contexts.
- To occasionally lead on the above report types where appropriate.
- To ensure the timely submission of high-quality deliverables.
- To provide well-researched, evidence-based insight and programmatically-relevant recommendations using a variety of qualitative and quantitative methodologies.

**Activities**
- Collaborate with other analysts to interpret relevant military/security, political, economic, social, service provision, regional intervention, and humanitarian dynamics in Syria and other relevant MENA contexts.
• Collaborate with other team members and donors/clients to develop research plans, methodologies, and timelines for thematic research;
• Maintain and develop a sophisticated understanding of the development/humanitarian response to Syria and other MENA contexts as may be required, to include political red-lines, sectoral risks, and client/donor objectives at the strategic and programmatic level;
• Prepare and deliver independent and joint briefings and presentations to senior stakeholders, tailored to audience interests and sensitivities;
• Propose research topics of interest where appropriate, and help design and deliver the projects;
• Design research projects, inform structural/editorial review, support on design of infographics and layout, and ensure final deliverables are high quality;
• 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.
• Advise/implement stakeholder and community mapping and profiling, political economy analysis, and risk assessments with an emphasis on client/donor/project specifications and objectives;
• Independently collaborate with other COAR project teams, researchers, and support functions;
• Support in-depth thematic research, project/sectoral document review, and literature review where and as needed.

**Deliverables**

• Collaborate with other analysts to develop and implement research plans based on client-requests.
• Respond to ad-hoc requests for information (written and oral).
• Draft a range of analytical deliverables in collaboration with other analysts, to include:
  ○ conflict analyses;
  ○ 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; and
  ○ In collaboration with relevant team members, qualitative data collection and analysis;
• Actively participate in COAR analyst meetings and productively collaborate with other team members;
• Ensure high-quality deliverables (to include English language grammar and syntax).
• Present verbal updates and briefings on Syria and other contexts to COAR clients, partners, donors, and other associated stakeholders.
Qualifications and Experience

Essential:

- A Master’s degree in Political Science, International Affairs/Relations, Middle East Studies, Public Policy, Anthropology, Sociology, Journalism, or a related field. Additional postgraduate research, including PhD candidacy, is desirable.
- Two years experience collecting and analysing qualitative data for media outlets, think tanks, research organisations, NGOs or other research organisations.
- Demonstrated knowledge of the Syrian context and/or aid responses in parallel.
- Demonstrated ability and/or willingness to work under tight deadlines, provide real-time data points and analysis with accuracy under pressure.
- Excellent English written and verbal skills.
- Commitment to discretion and confidentiality.

Desirable

- Prior experience working on sensitive subjects.
- Publication history, including for media outlets.
- Prior experience with I/NGOs engaged in humanitarian and development programming.
- Additional postgraduate research, including PhD candidacy.
- Familiarity with data visualisation techniques.
- Arabic language skills.
- Willingness to travel for short periods as may be required.

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.