

Scope of Work

Position Title: Sectoral Expert – Programmes

Reference number: 240605

Position Location: Myanmar or Thailand

Position LOE: Part time (~10 days per month), with opportunity to move to full time

Timeframe: ASAP, 1 year initial contract with opportunity to extend

Supervisor: Technical Director

Overview: This scope of work (SoW) outlines the Sectoral Expert - Programmes role with the Center for Operational Analysis and Research (COAR). The Sectoral Expert - Programmes will be expected to lead, review, and/or support research design and outputs through a programmatic lens informed by a deep understanding of the Myanmar context, response landscape, and operational challenges throughout the set-up, design, implementation and closure phases. This includes, but is not limited to reviewing monitoring reports, scenario plans, working with and supporting clients on programmatic decision making, supporting COAR product teams on monitoring and evaluation deliverable streams, conducting scopings of partner organizations in Myanmar, and drafting guidance notes, research findings, and recommendations for thematic research (especially in relation to programmes).

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives

- To provide COAR's Myanmar team and clients with hands on programmatic expertise, grounded in both field, operational, and senior level experience in Myanmar;
- To draft and finalise project deliverables in a timely manner, including undertaking quantitative and qualitative data analysis, primary and secondary research, and high-quality reporting and analysis that focuses on the aid programmes in Myanmar;
- To conduct independent research and interviews for COAR products as needed, to include on guidance notes, scenario plans, and partner scopings;
- To contribute to or review periodical products — such as weekly, biweekly, and monthly reports — as needed, providing updated insights and regularly drafting articles;
- To support COAR in all other potential project streams as needed.

Qualifications and Experience

The ideal candidate will have:

- A minimum of a university degree in political science, diplomacy, international relations, public administration, management or a related field of study;

- Minimum of five years of practical work experience at national and/or international level in Myanmar, in a programmatic roles with high visibility of both on-the-ground challenges and aid architecture;
- Strong contextual and demonstrated knowledge of the Myanmar landscape, familiarity with the context of Myanmar is essential;
- Fluency in oral and written English is required;
- Excellent understanding of the aid landscape in Myanmar, including challenges, implementation, operations, administration, and funding;
- Strong interpersonal and organizational skills;
- Demonstrated ability and/or willingness to work under tight deadlines, and liaise with donor representatives and partner organization colleagues under pressure and during off-work hours;
- Demonstrated ability to work collaboratively and independently within a remote-based team;
- Multi-tasking and time-management skills, with the ability to prioritize tasks;
- Highly organized and detail-oriented;
- Strong presentation, reporting, and communication skills;
- High level of professionalism;
- Commitment to discretion and confidentiality;
- Strict adherence to COAR's code of conduct and safeguarding policies at all times.

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

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

All applications will be treated in the strictest confidentiality.