



**Evidence.
Ideas.
Change.**

Application pack

Research Officer / Senior Research Officer – Evaluation,
Learning and Accountability - ALNAP

Ref.: ALNAP022020

Location: London

Closing date: Thursday, 16 April 2020

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



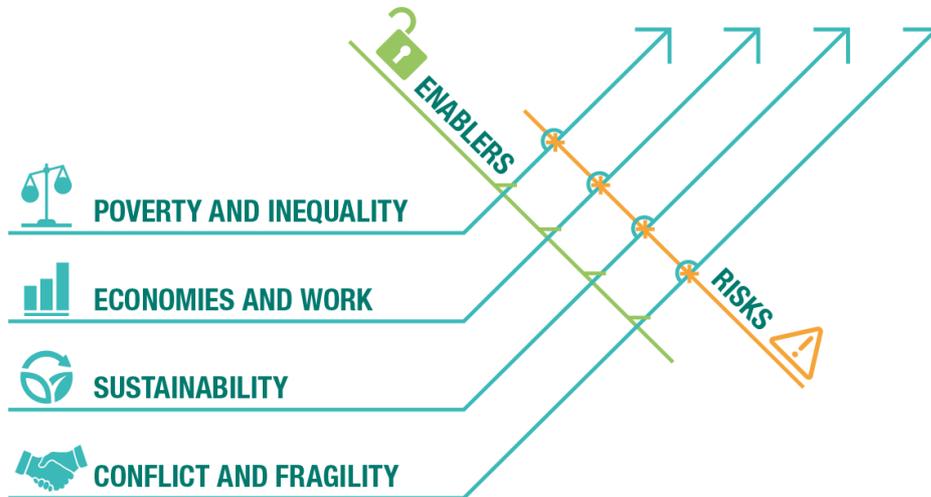
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Title:	Research Officer/ Senior Research Officer - Evaluation, Learning and Accountability
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Department/Group:	Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP)
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Responsible to:	Research Fellow – Evaluation, Learning and Accountability
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Responsible for:	Interns
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Purpose of Job

The Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP) is a system-wide network organisation dedicated to improving the accountability and performance of humanitarian action by strengthening the humanitarian evidence base through sharing lessons, identifying key issues and, where appropriate, providing leadership to find collective approaches and solutions. The Secretariat of the ALNAP network is based in the Overseas Development Institute. Candidates are advised to familiarise themselves with the ALNAP network at www.alnap.org.

Depending on the qualifications and experience of the individual selected, the job will be graded either at the level of Research Officer or at the level of Senior Research Officer.

The selected candidate will work with the ALNAP Research Fellow in Evaluation, Learning and Accountability (RF-ELA) as part of a two-person research team focused primarily on ALNAP's monitoring, evaluation, learning, and accountability workstream. The team works to develop, conduct and manage high-quality, innovative and utilisation-focused work on humanitarian monitoring, evaluation, and learning. This work will strengthen one of ALNAPs' strategic focus areas by specifically 'Improving the quality of evaluations of humanitarian assistance and their related research and learning activities'.

This role has both a research and networking function. The latter is a critical part of ALNAP's evaluation work, which places a big emphasis on peer-to-peer learning between ALNAP members, and on community engagement throughout the research process. The successful candidate would therefore be expected to conduct research within the areas of evaluation, monitoring, evidential quality, information management and organisational learning while also meeting needs from the ALNAP memberships and coordinating network activities.

Main Duties and Responsibilities

Research:

- Contribute to the development of sound research designs and methodologies.
- Provide support to ALNAP Member organisations on relevant issues related to policy and practice of monitoring, evaluation, learning, accountability and evidence. Specific technical inputs to ongoing research projects such as literature reviews, interviews, data analysis and preparing reports.
- Supporting research project activities or leading parts of research projects including

field work, holding workshops, producing written outputs and preparing reports for donors, under the supervision of a Research Fellow.

- Undertake some travel overseas for research related purposes.
- Facilitate collaborations with ALNAP Network Members for action-research activities and peer learning exchanges.

Project Management:

- Under the overall direction of Research Fellow – Evaluation, Learning and Accountability, liaising with and reporting to donors, managing budgets and consultants and the inputs of other project partners;
- Supervising interns and other short-term staff working within the team under the direction of an RF.

Policy advice, public affairs and dissemination:

- Authoring or co-authoring research reports, guidance documents and other documents for publication.
- Organising meetings series and (multi-)media outputs from research projects
- Working with the RF to represent ideas, knowledge and ALNAP concerns in a variety of fora.
- Disseminating research results through ALNAP web pages, the, conferences, etc;
- Support the administration of the ALNAP Humanitarian Evaluation Community of Practice (CoP) e.g. with contact and content management. Periodically initiate or contribute to discussions. Help to organise webinars and in-person events for the Community of Practice.
- Liaison and networking with a wide range of agencies including attending meetings on behalf of ALNAP and providing short meeting summaries for distribution within the team and more widely.

Collegiate life:

Contribute to the Institute's collegiate life through:

- Such ODI activities as discussion groups, lunchtime meetings, staff meetings, working groups, interviews, external representation.
- Intellectual exchanges with other research team members.
- To undertake specific duties as requested by the ALNAP Director.

Person Specification

Research Officer

Essential

Knowledge and Qualifications

- A degree and post-graduate degree in relevant discipline or equivalent relevant experience in the sector
- Active knowledge of key international institutions in the sector and beyond
- Active knowledge of monitoring and evaluation in the sector

Experience

- Experience in producing research outputs

Skills/Abilities

- Strong interpersonal skills with the ability to negotiate successfully and cultural awareness.
- Excellent analytical and writing skills
- Good presentation and networking skills
- multitasking skills
- Excellent IT skills (Word, Excel, Power Point)
- Ability to work in a team
- Willingness and ability to travel internationally on a frequent basis, which may include overnight and weekends on occasion.
- Ability to work on own initiative

Desirable

- Experience in information management and organisational learning
- Some developing country work experience
- Previous experience in an international policy development research environment, i.e. policy-oriented research and guidance development, demonstrated by publications and reports
- Some fieldwork experience (survey based, or qualitative)
- Fluency in a language other than English and competency in others
- Ability to analyse quantitative and qualitative data
- Knowledge of qualitative data storage packages
- Experience of editing

Senior Researcher Officer

Essential

Knowledge and Qualifications

- A degree and post-graduate degree in relevant discipline or equivalent relevant experience in the sector
- Active knowledge of key international institutions in the sector and beyond
- Active knowledge of monitoring and evaluation in the sector

Experience

- Some developing country work experience
- Significant experience in an international policy development research environment, i.e. policy-oriented research and guidance development, demonstrated by publications and reports

Skills/Abilities

- Strong interpersonal skills with the ability to negotiate successfully with a wide range of people and cultural awareness
- Excellent analytical and writing skills
- Strong presentation and networking skills
- multitasking skills

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- Fluency in a language other than English and competency in others
 - Excellent IT skills (Word, Excel, PowerPoint)
 - Ability to work in a team
 - Willingness and ability to travel internationally on a frequent basis, which may include overnight and weekends on occasion.
 - Ability to work on own initiative and under minimal supervision, to accept responsibility and to respond with confidence to complex and evolving problems

Desirable

- Experience in information management and organisational learning
- Some fieldwork experience (survey based, or qualitative)
- Ability to analyse quantitative and qualitative data
- Knowledge of qualitative data storage packages
- Experience of editing

Key Relationships and Contacts

Internal:

Director of ALNAP, ALNAP Head of Research and Impact, ALNAP colleagues, ODI Cluster colleagues

External:

ALNAP Members

Other research institutes/universities in the UK and internationally

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be asked by their manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Thursday, 16 April 2020**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: Research Officer: **£29,491 - £37,562** per annum; Senior Research Officer: **£34,987 – £45,297** per annum. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Permanent All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). www.usshq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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