

TERMS OF REFERENCE

Location: Bangalore

Position: Research Associate

The Role

As a Research Associate in CMS, the primary role would involve contributing to and executing the work that helps achieve the outcomes as detailed in the Design for Impact (D4I) Strategic Plan. Design for Impact is one of the key service areas in CMS where we guide and support in design of programmes, schemes, social enterprises and organizations. The core responsibilities are:

1. Execution of assignments
2. Design & Development of tools
3. Researching to develop content that would drive D4I's work
4. Undertake quantitative and qualitative data analysis on assignments
5. Report Writing
6. Contribute to writing of articles, papers in journals and for internal publications
7. Support the reporting manager in successful execution of the assignments including
 - a. Compliance with internal systems and protocols
 - b. Assignment and portfolio reviews

Reporting

The associate will report to Portfolio Manager, Design for Impact

Age and Gender

No restrictions

Qualification

Ideally, a post-graduate with knowledge about development sector and research. But, under graduate students may also apply.

Desired Experience:

Minimum of 1-2 years' experience of working and understanding research and design of programmes in the social development sector.

Knowledge

- Quantitative and qualitative data analysis methods is mandatory
- Development sector and cursory knowledge of current work in varied domains (specifically health, livelihood, nutrition, education)
- Preferably, basic knowledge of different frameworks like Theory of Change, Log framework, Results Assessment framework, etc.

Skills

- Critical thinking skills
- Excellent oral and written communication skills
- Good presentation skills
- Good Numerical skills
- Excellent interpersonal skills
- Gather and analyse secondary information/literature

Work Ethics

- Timely delivery of tasks with focus on quality and consistency
- Must work with a sense of urgency
- Demonstrate ability to work with dynamic and cross functional teams
- Will practice equality and exhibit no-bias towards any individual-colleague or client
- Will be personally disciplined and show respect to organization culture and values
- Will invest in self-development and demonstrate that investment in work norms and outputs

Travel

The role will entail extensive travel within the country and also outside India depending on the requirement of the assignment

Measurement

The incumbent will be measured on the accomplishment and delivery of all components of the role as they are agreed upon between the incumbent and the reporting officer. The measurement will also include demonstrated elements of commitment, passion, accountability, ideation, flexibility, accessibility, and system and process management as well as the expected work ethics

Work Ethics

The ideal incumbent will demonstrate qualities of empathy, commitment to community, will be open to new ideas and ways of doing work and achieving results, demonstrate a degree of

creativity, flexibility in working hours, be mobile to travel frequently, build and sustain relationships both with internal and external teams.

Growth Opportunities

The organization has an open policy of growth based on opportunity, demonstrated personal growth, and personal aspirations. It is not a norm that growth will take place vertically only. Growth is also seen as the organization being more inclusive in the incumbent's involvement in strategic organization growth. This position can be:

- Be a member of the various caucuses working at the Catalyst group level
- Grow horizontally, in terms of providing support to other services areas and exploring them. These are 'Research and Evaluate for Change', 'Technology for Development', 'Monitoring for Results', 'Transformation for Scale', 'Learn to Apply' and 'Field Research Unit'
- Grow vertically, in terms of rising to be a Team Lead

Recruitment Process

The recruitment process will be carried out in three phases. In the first phase, short-listing of the candidates will be done and short-listed candidate will be requested to go through a written phase and psychometric test. Subsequently, the candidate will appear for a personal interview with the Portfolio Manager and HR Team. In the final stage, the candidate will appear for a final interview with the Directors.

Interested candidates to send Curriculum Vitae with two references to Sudeep Surendra (sudeep@cms-india.org). Only shortlisted candidates will be intimated. Catalyst Group is an equal opportunity employer. Women candidate are encouraged to apply.