

## Terms of Reference

<b>Post Title:</b>	Research Assistant
<b>Duration:</b>	4 Months
<b>Location:</b>	UNDP-RBAS office in Beirut
<b>Project:</b>	Arab Development Portal
<b>National or International consultants:</b>	National

### 1. Background

The Arab Development Portal (ADP) is an initiative of the Coordination Group of Arab, National and Regional Development Institutions (CG) to create a knowledge platform, which promotes timely and high quality knowledge sharing and cooperation, to generate opportunities for development and stimulate informed discussion on development issues among stakeholders, practitioners and citizens. By having access to and effectively using knowledge resources, individuals, firms and communities can improve their individual and collective well-being, thereby contributing to overall economic development.

However, data and resources on development issues in the Arab World can be out of date, of irregular reliability, and are often fragmented across multiple international, regional and local sources. In addition, there are significant opportunities for enhancing the transfer of global and regional knowledge to and within the Arab World on development issues, including best practices. To address these gaps, the Heads of Institutions of the Coordination Group launched the Arab Development Portal (ADP) initiative to improve the scope, depth, reliability, availability and use of high quality development information to support development progress in the Arab World. The primary target audiences for the ADP include decision-makers in the public sector, private sector, academia, media and civil society with an active interest in development efforts in the Arab World.

The ADP aims to (1) provide access to credible data produced by international and regional organizations as well as national statistical offices, (2) serve as a research and knowledge repository for knowledge producers and users, and (3) act as an interactive platform for communities and interest groups. Besides data, users have access to a large library of publications by different publishers and blogs written by experts on different topics.

The United Nations Development Program (UNDP), Regional Bureau for Arab States (RBAS) has launched the ADP <http://arabdevelopmentportal.com/> online on 25 April 2016.

Within the scope of this project, UNDP-RBAS is seeking to engage the services of a qualified research assistant to contribute to the background research and the regular process of updating the ADP database.

## 2. Scope of work, responsibilities and description of the proposed analytical work

The Research Assistant will report directly to the Project Manager and is required to exhibit his or her full-time commitment to the ADP Project:

- Contribute to the background research and writing of brief thematic and country reports in English and Arabic
- Edit required research documentation in both English and Arabic
- Prepare tables, graphs, fact sheets, and written reports summarizing research results
- Update ADP national and international datasets
- Verify and contribute to the well-functioning of the backend of the data portal
- Perform descriptive statistical analyses of data
- Review translated material (En-Ar and Ar-En)
- Assist in organizing thematic focus groups, workshops and trainings
- Develop new social media content and check content for accuracy, ensuring that it complies with copyright and privacy regulations
- Perform any other substantive task that might be requested by the Project manager.

## 3. Expected Outputs and deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Update ADP national and international datasets	2 months from start of contract	By 30 April 2018	ADP Project Manager
2. Update country and thematic snapshots in English and Arabic	2 weeks from deliverable 1	By 14 May 2018	ADP Project Manager
3. Edit thematic briefs and country overviews in English and Arabic	2 weeks from deliverable 2	By 28 May 2018	ADP Project Manager
4. Develop new social media content and check content for accuracy, ensuring	Ongoing	By the end of the Contract	ADP Project Manager

that it complies with copyright and privacy regulations			
5. Assist in organizing thematic focus groups, workshops and trainings	Ongoing	By the end of the Contact	ADP Project Manager

#### **4. Institutional arrangements**

The Research Assistant will join the ADP team within the UNDP-RBAS.

#### **5. Duration of work**

The duration of the assignment is 4 months.

#### **6. Duty station**

The Research Assistant will be based in UNDP-RBAS office in Beirut and is expected to report daily to the office following the adopted office hours.

#### **7. Requirements for experience and qualifications**

##### I. Academic Qualifications:

University Degree (Bachelor or equivalent) in economics.

##### II. Years of experience:

A minimum of 6 months of relevant work experience.

##### III. Technical experience:

- Experience in analytical work related to socio-economic development of Arab countries;
- Excellent analytical and writing skills;
- Experience with statistical analysis and development indicators;

##### IIV. Competencies:

- Proven ability to multi-task and to deliver qualitative input under high pressure;
- Proven ability to work effectively in a team;
- Computer skills, including internet navigation, and various office applications;
- Ability to work under tight deadlines and in a multicultural environment.

#### **8. Scope of Price Proposal and Schedule of Payments**

All proposals must be expressed in Lump Sum Amount (“all-inclusive”). Please note that the contract price will be fixed regardless of changes in the cost components.

The individual contractor will be paid on a monthly basis. If duty travels are expected, the individual contractors will be provided with the UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing.