

# Job description

## Manager – Research

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### About us

Sambodhi Research and Communications helps create high-impact knowledge and catalyze accountability in the public domain through its project management and monitoring and evaluation solutions. At Sambodhi, we offer objective, evidence-based support to implementers, government, donors, and corporates. Over the past decade, we have emerged as a pioneer for developing cutting-edge methodologies for evaluation of large-scale development interventions. With a close-knit team of 100 professionals, we work across South Asia, Southeast Asia and Sub-Saharan Africa. Headquartered at Noida (Delhi National Capital Region), India, we have full service regional offices in Phnom Penh (Cambodia) and Dar-e-Salam (Tanzania).

Sambodhi provides services to federal agencies, donors, foundations and corporates, in areas of public health, HIV/AIDS, nutrition, water and sanitation, environment, and renewable energy. We have made valuable contribution in monitoring, learning and evaluation programs and have influenced development policies and improved implementation efficiency.

### Why Sambodhi

Sambodhi offers an exciting and challenging opportunity to contribute to high quality multi-input development programs and to work closely with government, and with key development actors like the World Bank, UN and Bilateral agencies, philanthropies like Bill and Melinda Gates Foundation, Rockefeller Foundation etc. Being one of the leading and largest M&E service-provider in South Asia, Sambodhi offers an extraordinary platform to learn, mentor and innovate in a perceptive environment. Driven by deep rooted wisdom of “Equity in Knowledge”, learning is integral to our work; be it investing in peer driven intensive professional development within Sambodhi or field building on M&E globally. In line with it, it offers an enabled environment for professionals to write, publish and network; to locate themselves in the contemporary discourse on M&E and be a part of the global think-tank

### Job description

<b>Job Title</b>	Manager- Research
<b>Job Location</b>	Noida
<b>Job Summary</b>	Sambodhi Research and Communications Private Limited is looking for a social research professional to manage research, monitoring and evaluation projects across Education, Gender, Livelihoods, Natural Resource Management and DEI sector. You will be playing a key role in the

implementation of these projects and be a part of the growing team of sector professionals in South Asia. Your work requires strong research understanding, including research and evaluation designs and methodologies, interviewing techniques and qualitative and quantitative analytical skills. You are expected to stay abreast of the global peer-reviewed literature and be knowledgeable about cutting-edge theories and methods of M&E.

## **Essential Functions**

The candidate will perform the following key functions:

- Overall coordination of projects including client liaison, coordination with field, data and support teams at various levels
- Prepare comprehensive and accurate resource plans for project activities detailing human, financial and time requirements
- Manage project implementation and ensure data quality with active involvement in the pre-data collection stage including:
  - Development, pre-testing and finalization of data collection instruments and protocols
  - Support in recruitment and selection of field teams o Deliver training to field teams
  - Implement sampling strategy including sample distribution
  - Conduct field practice and debriefing sessions for field teams
  - Travel extensively to different project locations for monitoring of data collection and field activities
  - Collate data and prepare comprehensive data analysis plans and protocols
  - Analyze data using appropriate software programs viz. SPSS, STATA, SAS, EXCEL, CS Pro, EPI etc.
  - Prepare detailed reports to document research findings
  - Make and deliver presentations of reports/proposals to clients/potential clients
  - Develop learning products for internal and external dissemination
  - Develop proposals including quantitative and qualitative methodologies in response to request from potential clients

*The above essential functions are representative of major duties of positions in this job. Specific duties and responsibilities may vary. Other duties may be assigned like the above consistent with the knowledge, skills and abilities required for the job.*

## Desired profile

<b>Education</b>	Post-graduate degree in relevant social sciences field from Premier Universities
<b>Experience</b>	2-4 years of work experience in Research and M&E.

## Personal Competencies

- Fluency with both quantitative and qualitative research
- Experience working with SHGs, FPO, NRLMs and in rural development.
- Professional fluency in oral and written English. Spoken Hindi required, other regional language(s) is a plus.
- Working knowledge of MS office, STATA, or other statistical packages for data analysis
- Enthusiastic about travel to different geographies
- Enthusiastic about writing and creative visualization

## APPLICATION INSTRUCTIONS

Interested applicants may send their updated resume to [debjyoti.roy@sambodhi.co.in](mailto:debjyoti.roy@sambodhi.co.in) or [hr@sambodhi.co.in](mailto:hr@sambodhi.co.in)