

Terms of Reference (ToRs) for Research Analyst for Environment & Social Safeguards

Position Title:	Research Analyst Environmental & Social Safeguards
Location:	Islamabad-NDRMF Office
Number of Positions:	03
Duration:	06 months
Reporting to:	Deputy Managers Social Safeguards

Background

The National Disaster Risk Management Fund (NDRMF) aims to enhance disaster resilience in communities through effective risk management strategies. As part of its mandate, the NDRMF incorporates Environmental Gender or Social Safeguards to ensure that development projects do not adversely affect vulnerable populations and contribute positively to their welfare.

Objectives of the Role

The Research Analyst - Environment & Social Safeguards will assist the Environment and Social Safeguards Unit in conducting research and analysis related to Social Safeguards, contributing to the effective implementation of NDRMF's projects. The Research Analyst will support data collection, analysis, and reporting processes to enhance understanding and integration of Environmental Gender or Social Safeguard measures.

Key Responsibilities

1. Literature Review

- Conduct comprehensive literature reviews on Environment & Social Safeguards, focusing on best practices, policies, and frameworks relevant to disaster risk management.

2. Data Collection

- Assist in designing and implementing surveys and interviews with stakeholders to gather qualitative and quantitative data on Environmental Gender or Social impacts of NDRMF projects.

3. Data Analysis

- Analyze collected data using appropriate statistical and qualitative methods, providing insights into the social implications of disaster risk management initiatives. Conduct Environmental Gender or Social assessments and vulnerability analyses.

4. Report Writing

- Prepare reports summarizing research findings, methodologies, and recommendations for the integration of Environmental Gender or Social safeguards into NDRMF projects.

5. Stakeholder Engagement

- Support the organization of workshops and meetings with stakeholders to discuss findings and gather feedback on Environmental Gender or Social safeguard measures. Identify stakeholders for mapping exercises and address potential social risks, impacts, and concerns for consultations.

6. Documentation

- Maintain organized records of research activities, data sets, and relevant documentation to ensure compliance with NDRMF standards.

7. Capacity Building

- Assist in developing training materials and resources on Environmental Gender or Social Safeguards for project teams and stakeholders.

Qualifications

• Educational Background:

- Bachelor's degree in social sciences like Anthropology, Sociology, Social work, Environment, Gender studies or other social sciences related fields. Candidates pursuing a master's degree are preferred.

• Skills:

- Strong analytical skills, with proficiency in data analysis tools (e.g., SPSS, R, Excel).
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a team environment.
- Knowledge of Social Safeguard policies and frameworks in the context of disaster risk management is an asset.

- **Experience:**

- Previous experience in Research of Environment, Gender or Social Safeguards, or related fields is desirable but not mandatory.
- Experience of engaging with communities, marginalized groups, and key stakeholders to ensure their participation in project activities.
- Excellent interpersonal, communication, and facilitation skills for engaging with diverse stakeholders and building consensus.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks and deadlines.
- Capability to use the internet for any secondary research.
- Excellent computer skills in MS Office: Word, Excel, and PPT
- Minimum age for applying is 18 years and maximum age is 35 years.

Justification for NDRMF Scope

The inclusion of a Research Analyst specializing in Environment, Gender or Social Safeguards aligns with NDRMF's commitment to ensuring that development projects are equitable and inclusive. By integrating Social Safeguard measures, NDRMF aims to:

- Protect vulnerable populations from adverse impacts of disaster risk management initiatives.
- Promote community engagement and participation in project planning and implementation.
- Enhance the overall sustainability and effectiveness of disaster resilience strategies.

The role of the Research Associate will be pivotal in generating evidence-based insights, fostering stakeholder dialogue, and ensuring that Environmental Gender or Social considerations are embedded in all NDRMF initiatives.