Terms of Reference

Research Officer – ENID/ El Nidaa

Location: Cairo
Application Deadline: 15 September 2020
Post level: Research Officer
Starting Date: 1 October 2020
Contract Duration: 1 year, renewable

Background and Context:

The mission of ENID/ El Nidaa initiative is to develop and design action-oriented strategies to address vital economic development challenges, notably poverty reduction and job creation. Its aim is to create an integrated process for the design of best practice projects and programs, and to disseminate these solutions to development practitioners and policy-makers. Collectively, these projects and programs emphasize inclusive socio-economic development. ENID/ El Nidaa is headquartered in Cairo, with a local ENID/ El Nidaa office in the Qena governorate.

ENID/ El Nidaa initiative covers four major domains, each of which has the potential to impact significantly on poverty reduction and job creation. These are:

(i) Upgrading basic services in rural Upper Egypt;
(ii) The promotion of micro, small and medium enterprises (MSMEs);
(iii) Sustainable agricultural development and off-farm income;
(iv) Communications and knowledge tools;

Overview of the Position:

ENID/ EL Nidaa is seeking a young, imaginative and highly competent Research officer to help promote and expand its various projects to promote holistic and integrated development in Upper Egypt in a second and a new phase of the initiative’s duration. The Research Officer will advance coordination among ENID/ El Nidaa’s 4 programs and facilitate the completion of various reports for partner/donor organizations. The position will demand enhanced coordination among ENID/ El Nidaa’s staff, which will require a dedicated and enthusiastic candidate who is able to thrive in working with a diversity of people in a multi-cultural environment in Cairo and on the ground in Upper Egypt. The Research Officer will work directly with the Managing Director in any substantive projects to advance the best practice approach of Integrated Development in Upper Egypt through a web of interventions taking place simultaneously on the ground. Assisting the Managing Director in the completion of donor and other substantive reports, the representation of
the Managing Director in developmental conferences, among other tasks and responsibilities.

The Research Officer will report directly to prof. Heba Handoussa, Managing Director of Egypt Network for Integrated Development (ENID) and member of the Board of Trustees of El Nidaa Foundation.

**Main Tasks:**

- Conduct Research and write policy briefs on current challenges facing economic development in Egypt and recommend reforms for policy makers accordingly.
- Analyze and synthesize research findings to develop valuable insights and strategic recommendations for policymakers,
- Contribute to ENID/ El Nidaa’s Knowledge and Dissemination Frameworks through the drafting and completion of various case studies on ENID/EL Nidaa’s projects on the ground and their impact on decision making at the local and central levels,
- Contribute with ENID’s Managing Director in the drafting of technical and financial proposals to secure project funding,
- Develop proposals to raise funds and implement ENID/El Nidaa projects. Collaborate with the Finance Manager to carry out feasibility studies of Program B projects and assist in budgeting. Design, in collaboration with ENID/ El Nidaa’s team, donors and consultancy firm, rigorous M&E frameworks to ensure the achievement of project outcomes and outputs.
- Establish and maintain relationships with contacts in strategic partnerships with ENID/ El Nidaa to expand and scale up ENID/ El Nidaa’s programs,
- Coordinate between ENID/ El Nidaa and partner/donor institutions and monitor the implementation of their projects. Prepare and submit biannual progress reports and logical frameworks on these project activities.
- Coordinate overall project portfolios to ensure key performance indicators are met and program impact is in line with ENID/ EL Nidaa’s overall strategy,
- Prepare and submit logical frameworks and achievement reports to the assigned projects and in coordination with colleagues to meet institutional donor reporting requirements,
- Complete various reports for partner/donor organizations including annual work plans, narrative reports, quarterly log frame and narrative reports, and completion reports.
- Prepare and submit technical progress reports (in coordination with colleagues) and financial progress reports (in coordination with accountant) for donors to follow-up on project implementation.
- Coordinate key lessons learned and path forward for ENID/ El Nidaa within the framework of the second phase of the initiative using M&E results of various projects.
- Prepare PowerPoint presentations about ENID/El Nidaa’s achievements and plans for important events such as Board Meetings and conferences. Participate in conferences, seminars and workshops related to Program B (women’s empowerment, small and medium enterprises,
Cluster development, entrepreneurship and job creation for women and youth). Submit back to office report to all attended events

- Represent ENID’s Managing Director in various development conferences in Egypt to identify opportunities and best practices for potential adoption and replication in ENID/ El Nidaa’s four program areas,
- Any other duties as requested and tasked by the Managing Director.

**Required General Qualifications:**

- Advanced University Degree (Master’s Degree or equivalent) in Economics, or a related field with a minimum of 4 years of relevant experience, or a first level University degree (Bachelor’s Degree or equivalent) in a related field with an addition 6 years,
- A high level of self-motivation and energy, an optimistic attitude,
- Ability to learn and take ownership of all responsibilities and commitments
- Excellent analytical report writing, organizational and problem solving skills,
- Excellent presentation, oral and written communication skills,
- Excellent planning and time management skills, works well under pressure,
- Proficiency in the use of Microsoft Office applications,
- Good knowledge of research methodologies and best practices in Research and Analysis to promote ENID/ El Nidaa’s approach to integrated development,
- Strong capability to work in a diverse environment by being a team player with initiative, capacity to work in innovative projects,
- High proficiency in written and spoken English and Arabic,
- Strong analytical, interpersonal, and communication skills.

**Application Procedure:**

Interested and qualified candidates should submit their applications which should include the following:

**Detailed Curriculum Vitae**

Please quote “Research Officer” in the subject line.

Applications should be emailed to elnidaa@elnidaa.org to reach us no later than 15 September 2020.

Promotion to Program Officer will be considered within one year