

Research and data analysis consultant

Candidate Information Pack

- **Consultant position**
- **Location: International - remotely from home**
- **Act for Peace is a dynamic humanitarian aid and development agency**
- **Flexible work hours ranging from 20 - 30 hours per month, based remotely from your home**
- **Supporting Act for Peace's partner-based programming regarding the Graduation out of Poverty approach**
- **Be part of an experienced, award-winning department**

Please apply online at <https://act-for-peace.workable.com>

Deadline for applications: 16th December 2022 (interviews will be conducted on a rolling basis and applications will close sooner if a suitable candidate is found).

You will need to upload a copy of your resume and a covering letter detailing how you meet the selection criteria with your application.

Please contact 1800 025 101 or jobs@actforpeace.org.au, if you have any queries. Thank you for your interest in this position.

About the role

To be selected for this role, you need to be a person with lived experience of displacement. This could include someone who has been internally displaced within your country of origin or someone who has gone to a third country to seek safety and/or to seek refugee status.

We are looking for someone with an interest in and/or experience of humanitarian aid and development programming that supports self-reliance and economic independence of people affected by displacement around the world.

The skills and experience you will need Include:

- Fluent English – both written and verbal
- Experience in data collection with primary stakeholders including through community consultations (and ideally private sector and/or government entities)
- Experience in data analysis
- Strong report writing skills including summarising key information in an easy-to-understand way

This is a consultant position based from your home location. Hours depend on the work required each month but would be approximately 20 - 30 hours each month.

As a consultant, you will need your own laptop and Internet connection.

About Act for Peace

We believe all people are created equal, and we should love our neighbours as ourselves. Yet, right now, we're living in a world of 'us' and 'them'. Divisions are deepening, conflicts are escalating, and climate inaction is placing lives in peril.

It means every day, more of us around the world are forced from our homes by violent conflict and disaster.

For more than 70 years, Act for Peace has brought people together to respond to this injustice. Meeting urgent needs, advocating for change and backing displaced people to reclaim control of their lives. Founded by the Australian churches, we are a diverse collection of people united by a powerful conviction: to create a just and peaceful society, we must work together. It's both the right thing to do, and the only thing that will work. That's why we work in solidarity with long-term local partners; and collaborate with local, regional and global networks, academics, governments and the UN; to ensure people uprooted by conflict and disaster have a safe place to belong.

OUR VISION

A world where everyone belongs.

OUR PURPOSE

To create, together, a world where people uprooted by conflict and disaster have a safe place to belong.

For more information about Act for Peace, including our strategic framework, principles and policies, please visit our website www.actforpeace.org.au

About the Partnership and Programs Department

The Partnerships and Programs Department (PPD) supports partners and programs by incorporating organisational, programmatic and technical capacity building for partners, program effectiveness and donor grant management. The Department works closely with other Departments within Act for Peace to ensure the development and implementation of relevant policy, advocacy, and fundraising initiatives and to ensure our work is effective and accountable. The Department pursues an ongoing learning and development focus which is designed to continue improvement across our work. All work responds to our protection framework and strong quality and accountability principles.

Position Description

Position title:	Research and data analysis consultant
Department:	Partnership and Programs
Location:	Remote / online
Reports to:	Programs Manager – Protection
Direct reports:	None
Employment status:	Consultant, part time
Safeguarding Risk Assessment:	
Children:	Low
Vulnerable Adults (PSEAH):	Low

PURPOSE OF THE POSITION

The purpose of this position is to support the assessments and consultations needed for a responsive and appropriate project design of graduation out of poverty programming In Ethiopia and In Jordan.

The position will contribute to refining data collection tools for socioeconomic assessments and community consultations, and then to analyse data from these and to provide concise and Information reports.

KEY ACCOUNTABILITIES SET

Key Accountabilities	Performance Expectations
Data collection	<ul style="list-style-type: none">Review data collection tools and provide suggestions for improvementsReview data collected during piloting the data collection tool and suggest improvements
Data analysis	<ul style="list-style-type: none">Analyse data and disaggregate data according to disability, sex, nationality
Report writing	<ul style="list-style-type: none">Write concise summaries of the data analysis highlighting key findings and to answer the questions in the data collection tool
Contribution to funding proposal development	<ul style="list-style-type: none">Review draft funding proposals to cross-check data is included correctly

Selection Criteria

SKILLS, QUALIFICATIONS AND EXPERIENCE

- Fluent English – both written and verbal
- Experience in data collection and analysis
- Lived experience of displacement

CORE COMPETENCIES

- **Working collaboratively.** Collaborative worker with excellent negotiation, listening and influencing skills. Forms strong and productive working relationships based on trust with key stakeholders, colleagues, and managers.
- **Seeking results.** Tenacious and adaptable. Proactive and committed to finding solutions to challenges and delivering the best outcomes possible for communities threatened by conflict and disaster.
- **Analytical approach.** Inquisitive attitude. Naturally uses evidence and data to understand ‘why’ and inform better decision making.
- **Attention to detail.** Strong attention to detail and commitment to accuracy and compliance.
- **Living act for peace’s values.** Work in an ethical and professional manner based on a commitment to human dignity and equity for all, modelling the values and policy standards of Act for Peace.

KEY STAKEHOLDERS AND RELATIONSHIPS

- **External** – partner organisations
- **Internal** – Partnership and programs team colleagues

Other Requirements

- Commitment to the values of Act for Peace
- Commitment to abide by the principles, policies and codes of conduct of Act for Peace
- Establish positive, collaborative relationships with the Act for Peace teams
- Abide by industry norms – as set out in the Act for Peace accountability framework
- For our full Policies set please see: <http://www.actforpeace.org.au/our-policies>
- Commitment to Act for Peace requirements, including attendance at staff meetings; completion of all administration, finance and operational reporting requirements as per policy and/or line managers directive, adherence to program, HR and finance policies and procedures
- Respect for a multicultural and multi-talented workforce.

Safeguarding Requirements and Responsibilities

Act for Peace takes the prevention of fraud and of sexual misconduct and harassment, and child protection seriously. As part of our Safeguarding Policies (Child Safeguarding and Prevention of Sexual Exploitation Abuse and Harassment);

- Employment is conditional upon the outcome of an Australian National Police Background check, as well as an equivalent police background check for any country in which the applicant has lived for more than 12 months during the last five years and for each country of citizenship.
- A working with children check may be required.
- Strict adherence to our Code of Conduct, Child Safeguarding Policy, Child Safeguarding Code of Conduct, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and the Privacy Policy is mandatory.

Work, Health and Safety Responsibilities

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

Act for Peace is an equal opportunities employer. Individuals with lived experience of displacement are encouraged to apply.