



Institute of Policy Analysis  
and Research - Rwanda

## **TERMS OF REFERENCE TO RECRUIT SENIOR RESEARCH FELLOW**

### **1. Background**

The Institute of Policy analysis and Research (IPAR-Rwanda) is a fast growing indigenous, independent and not-for profit Rwandan Institute. IPAR seeks to enhance evidence based policy making by conducting timely, relevant, high-quality policy-oriented analysis and research. It also promotes culture of debate and dialogue on policy issues in Rwanda. IPAR is seeking to recruit an experienced and highly motivated staff at the level of Senior Research Fellow.

### **2. The Senior Researcher's Role;**

- To work in a team to ensure IPAR related research output is of quality, timely, relevant and high impact,
- To design, lead and deliver research programs, consultancy assignments, projects and policy briefs on the topic of poverty, that contribute to meeting IPAR's core objectives,
- To provide leadership in research project management: developing sustainable means to ensure that IPAR's research on poverty is quality assured, submitted to rigorous deadlines, and that budgets are properly designed and managed,
- To develop funding proposals, the drive the organization's ability to access new and diverse funding sources.
- To contribute to building the public profile of the organization, and the Poverty Advisory Group by creating opportunities to participate in various forms of dialogue with public, not-for-profit, private and donor stakeholders and by public speaking and contributing to print and broadcast media

### **3. Desired Profile of the Senior Research Fellow**

- Highly motivated Research professional, with a PhD in Agricultural, Environmental sciences from a top-tier University, and with at least 5 years of relevant research experience in a think-tank or active policy research Organisation.
- Expertise in qualitative and quantitative research methods and the willingness and ability to supervise and transfer those skills to others
- Record of high quality research output demonstrable by publications in prestigious outlets including high quality journals, policy documents and newspapers.
- Experience of undertaking a similar role in a public Research Institution or Think tank
- Strong and demonstrated Research administration and Budget management skills
- Fluency in English is essential, working knowledge of French and/or Kinyarwanda is an added advantage
- Highly numerate, with strong skills in qualitative and statistical analysis, with expertise in Microsoft Office (word, Excel, Power point, outlook) and statistical software (e.g. SPSS, STATA) very desirable.

#### **4. Expected output**

1. Reports, proposals, and articles written as needed
2. Budgets that area developed and adhered to
3. Presentations of research findings made to policymakers, media, and other public audiences
4. Funding adequate to support research operations
5. Detailed documentation and a database for all work performed
6. Deadlines for research projects met within established time frames

#### **5. Reporting structure**

The Senior Research Fellow will report to the Director of Research IPAR. He/she will have responsibility for leadership of a research team.

Delivery expectations will be agreed upon with the Senior Research Fellow when recruited. Regular progress reports shall be submitted on the agreed intervals to be specified at the beginning of the contract, with a strong focus on delivery. External reporting may also be required to IPAR's board and funders.

#### **6. Remuneration**

An attractive salary commensurate with qualifications and experience will be offered to successful candidate

#### **HOW TO APPLY?**

Interested candidates should send a cover letter, CV and Academic credentials to [recruitment@ipar-rwanda.org](mailto:recruitment@ipar-rwanda.org) copy to [r.innocente@ipar-rwanda.org](mailto:r.innocente@ipar-rwanda.org) by .../01/2024 before 5PM.

Should you have any further questions please send e-mail on [r.innocente@ipar-rwanda.org](mailto:r.innocente@ipar-rwanda.org) with “Senior Research Fellow Recruitment” in the subject line.

Done at Kigali, on 15/01/2024

**Eugenia Kayitesi**

**Executive Director**