

# Terms of Reference

## Research analyst consultancy

### BACKGROUND

The Internal Displacement Monitoring Centre (IDMC) is the world's definitive source of data and analysis on internal displacement. Since our establishment in 1998 as part of the Norwegian Refugee Council (NRC), we have offered a rigorous, independent and trusted service to the international community. Our work informs policy and operational decisions that improve the lives of the millions of people living in internal displacement, or at risk of becoming displaced in the future.

IDMC monitors all situations of internal displacement, provides quantitative estimates of the number of internally displaced people worldwide, and develops research and analysis which seeks to better inform policy and operational decisions that affect the lives of internally displaced people. Our data and evidence are published on our [website](#) and via our [Global Internal Displacement Database](#).

IDMC's Research Hub focuses on analysing displacement drivers, patterns and impacts in specific contexts across different countries. As part of this work, IDMC is seeking to hire a research analyst consultant to support with compiling and analysing large datasets to better understand displacement patterns and impacts.

### CONSULTANCY OBJECTIVE

This consultancy is for a six-month research analyst position to clean, format and analyse primary data and other large datasets to inform IDMC's socioeconomic impact analysis. Working under the supervision of Research Manager and in close collaboration with the Researcher and/or Research Associate as appropriate, the consultant will:

- Clean, organise and analyse data using R.
- Perform disaggregated analyses (location specific, cause and duration of displacement, household characteristics and other intersecting vulnerabilities).
- Conduct statistical tests to assess the significance of differences between IDP and other population groups and to assess correlations in the data.
- Document data limitations and caveats, including issues related to sampling design, geographic coverage and access constraints.
- Ensure that all data and data analysis be made available on Excel for dissemination via IDMC website.

### CONSULTANCY TIME and IMPLEMENTATION TIMEFRAME

This is a consultancy of maximum 100 working days over the course of 6 months starting in November 2024. The consultant must be available for a minimum of 15 days per month. This is a home-based consultancy, with regular interactions via teleconferences.

#### **Key Deliverables:**

- Completed mapping of the data received, following IDMC's standardised template.
- Completed and annotated scripts for analysis.
- Consolidated dataset in an Excel format, following IDMC's standardised template.
- Technical inputs for the methodological note and associated documents published alongside the dataset.
- Documentation of the analysis and methodology on IDMC's GitHub Repository, with all necessary materials transferred to IDMC's Research Manager.

#### **Skills/areas of expertise and qualifications:**

- Advanced academic qualifications, including a Master's degree in Statistics, Economics, Econometrics or a related field.
- At least 3 years of relevant work experience as a quantitative researcher or data analyst.
- Proficiency in Microsoft Office Suite (including Excel) and familiarity with R.
- Demonstrated experience with and good understanding of quantitative data processing and analysis methods, including descriptive and inferential statistics of large household-level datasets.
- Strong attention to detail and a commitment to producing high-quality work.
- Fluency in English is required, and proficiency in French is an asset.
- Experience or familiarity with the humanitarian/development sector.

#### **Pre-requisites for application:**

- Applications can be accepted only from named individuals.
- Registration as a "sole trader" or consultant in country of residence or as employee within a consultancy company is required.
- The consultant must provide proof of status and membership of national social security scheme before a consultancy contract can be issued.
- The consultant must be available as of November 2024 for a duration of six months.

#### **MANAGEMENT**

The consultant will be managed by the Research Manager in collaboration with the Researcher/Research Associate as appropriate. A detailed workplan will be agreed at the beginning of the consultancy and reviewed periodically to ensure tasks are completed on time.

## APPLICATION PROCESS

Consultants who meet the above requirements are invited to submit an expression of interest by **Sunday 20 October, 23:59 CET** to Thannaletchimy Housset (thannaletchimy.housset@idmc.ch) and include the following as part of their application:

- CV
- Cover letter / Expression of Interest
- 3 sample analysis
- List of references that can be contacted
- Rates: daily consultancy rate in CHF only, inclusive VAT and all charges
- Proof of relevant registration in country of residence.

NB. This daily rate and currency will be fixed for the duration of the contract. Any payment for additional costs, third-party services or travel expenses will be discussed and decided on for each consultancy contract and thus these costs should not be listed in the application.

Please note: All service providers/consultants working with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards. Consultants doing business with NRC will be screened on anti-corruption due diligence before NRC confirms a contract.