

Job Title: Research Consultant

Employer: DAI Research & Advisory Services

Location: Odisha (Khurda,
Nayagarh)

Position: Research Consultant

Assignment type: Full-time (6
months)

Languages: Odia, English, and Hindi

Salary: Commensurate with qualifications and experience

About DAI Research & Advisory Services

DAI Research & Advisory Services aims to provide specialist research and evaluation services to Academic Institutions, Government Agencies, and Impact Organisations in India, Nepal and Bangladesh. It aims to facilitate a process where research questions emerge from the local policy context and policy and programmatic decisions are guided by research outcomes.

About the Role

We're looking for a Research Consultant who is comfortable traveling to the field as needed, can effectively coordinate field activities, and communicates clearly and professionally with various stakeholders. The Research Consultant's role will entail a combination of field-based and office-based work. The Research Consultant will work closely with the Research Manager to perform a variety of tasks including: designing and piloting survey questionnaires, coordinating closely with on-ground staff to ensure that all data collection protocols and quality standards are followed, managing field operations as needed, training field teams, and overseeing logistical arrangements to ensure timelines are met. Depending on the study requirements, they might have to conduct relevant statistical and econometric analysis using the data collected.

The position offers an opportunity to gain first-hand research management experience, including field operations while undertaking cutting-edge development research.

Key Responsibilities

- Extensive travel to project sites to monitor and coordinate field activities for primary data collection.
- Assisting in designing survey questionnaires and refining surveying instruments.
- Planning and managing data collection and ensuring data quality and productivity.
- Managing field teams: recruit, train, and supervise both field-based and data operations teams
- Actively engaging in implementation monitoring activities.
- Assisting with data cleaning, preliminary data analysis, and preparation of documents and presentations for dissemination.

Background and Qualifications**Education**

- Bachelor's Degree in Development Studies or Master's in Public Policy/Administration, Economics or related fields is mandatory.

- Familiarity with qualitative and quantitative research, policy analysis and statistical analysis packages (e.g. SPSS, Stata, R)
- Knowledge of SurveyCTO/ODK/digital data collection (preferred)

Work Experience

This position requires demonstrated management experience in a multi-faceted role, working with multiple stakeholders. Experience in managing teams and working in multi-stakeholder is strongly desired. Fresh graduates with excellent management & communication skills can also apply.

Key Competencies

- **Management skills:** Proven ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meet deadlines. A willingness to work hard, be self-motivated and learn will be essential for doing well in this position. Ability to work independently in the field.
- **Communication:** Attention to detail and advanced writing and presentation skills for communicating with multiple partners. This requires the ability to produce clear, precise, non-technical writing as well as strong social skills.
- **Language:** Full working proficiency in both English and Hindi will be required for this position. Proficiency in Odia will be an added advantage.
- Strong ability to manage high-level partnerships.
- Interest in development and policy-research
- **Travel:** Willingness to travel for extended periods of time to different parts of the state to manage the project.

How to apply?

Interested candidates should send their CVs in PDF format only to jobs@daiadvisory.in

The filename for the CV should be in the following format: lastname_cv.pdf (everything in lower case). Please make the subject of the email "Research Consultant."

The deadline for applying is 25th May 25. Only shortlisted candidates will be contacted for the next round