

A. JOB DESCRIPTION

Job title, reference number and location	Aawaz II: Research Coordinator		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	LTTA Contract	Contract duration	Till Dec. 2026

Purpose Of Job

Research Coordinator will assist research manager to conduct different research and assessment studies. S/he will provide inputs for the designing of research and assessments studies, sampling, developing methodologies and tools, data collection etc. to conduct both quantitative and qualitative research studies. Furthermore, s/he will contribute to produce evidence for programme learning, highlighting programme results especially behaviour change and citizens' engagement in line with Aawaz II theory of change and change pathways.

Context And Environment

The British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections, and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language and education. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

About the Programme

Aawaz II is working with local communities to promote the rights of women, youth, persons with disabilities, religious minorities, and other excluded groups, to strengthen and facilitate their development. The programme has a focus on the issues of child marriage, gender-based violence, social cohesion, intolerance, to which marginalised groups are extremely vulnerable.

The impact the Aawaz II programme is hoping to achieve is: A more inclusive, tolerant, and peaceful Pakistan, with less exploitation and intolerance. Aawaz II aims to achieve these objectives by creating a more protective and enabling environment for girls, boys, women, youth, religious minorities, the differently abled and those at risk of exploitation. Currently Aawaz II works with civil society partners in 15 districts of KP and Punjab, and at the provincial level through community level forums and processes include Aawaz Aagahi Centres (AACs), community-based and led Village Forums (VFs), and District and Provincial Forums. The programme aims to enhance capacities of local communities for behaviour change to reduce community acceptance of child marriage, gender-based violence (GBV), intolerance, exclusion, exploitation and harmful practices, promote social cohesion and tolerance, and provide information referrals and facilitate citizen-state engagement for uptake of services. The programme interventions for behaviour change and citizen-state engagement are driven by the Forum members and the Aawaz Change Agents (ACAs - young volunteers) supported by the AAC resource persons and Community Facilitators.

About the Role

Research Coordinator is expected to assist research manager in designing, conducting and managing research activities. S/he will be responsible for research and assessments management, design, sampling, developing data collection methodologies, tools, quantitative and qualitative data analysis, developing presentations and

reports etc. S/he will also assist in developing learning and knowledge management products and evidence generation to report behaviour change as per Aawaz II theory of change and change pathways.

Key Responsibilities:

- Assist in design of research studies (qualitative/quantitative) and contribute to undertake desk research related to project intervention using or developing the appropriate research designs and sampling methodologies.
- Support Research manager in draft/review/update tools data analysis and preparation of draft reports
- Assist in development of research instruments like HH survey, KIs and FGDs guides for assessments for various research studies.
- Manage and implement research plans and data collection for each research activity.
- Support qualitative and quantitative data analysis in consultation with research manager.
- Oversee and supervise data collection and random spot checks and management during fieldwork (both virtually and in person) including moderator support.
- Assist research manager to analyse research results - extract themes, generate insights/summaries, etc.
- Assist research manager for preparing reports and PowerPoint, that capture relevant insights with strong visual insight and contribute to produce high quality research products.
- Support PMU to develop learning and knowledge management products.
- Outline priority themes, quotes, scripts from data to report behaviour change as per change pathways documents
- Other duties as required in accordance with objectives, plans, and workload priorities.

Key Relationships

The post holder will need to develop successful relationships with

- Aawaz II Programme Management Unit for all research and assessments related tasks and will report to the Research Manager

Experience And Qualifications

This is a Research Coordinator role, which requires Master's or equivalent in Social Sciences, Economics, or Statistics. Other key requirements are,

- Around 4-5 years of experience with national and international organisation.
- Extensive experience in research design, data analysis and in writing evidence-based reports.
- Experience of designing quantitative studies such impact assessments, beneficiary satisfaction surveys and perception surveys.
- Experience of developing structured tools and conducting advanced statistical analysis for quantitative studies
- Experience of working with qualitative and quantitative data stemming from behaviour change interventions and controlled experiments.
- Familiarity with qualitative and quantitative research tool such as outcome harvesting and other relevant methods.
- Experience of developing policy briefs, case studies, lesson learnt documents and other knowledge products Thematic knowledge of child marriage, gender-based violence, rights of minorities, PWDs and transgender persons, social cohesion and tolerance will be an asset.
- Good interpersonal and problem-solving skills, creativity and flexibility, ability to coordinate and build consensus.
- Strong ability to organise work, meet deadlines, prioritise work under pressure, coordinate multiple tasks and maintain attention to detail.
- Excellent communication and writing skills in English,
- Experience of literature review and background research
- Excellent ICT and research software skills e.g., STATA, SPSS, CPro, Kobo or other

Other Requirements The post holder is required to travel occasionally and work unsocial hours.

Women and individuals from vulnerable groups are encouraged to apply.

APPLICATION SUBMISSION

Please submit your Curriculum Vitae (in the format attached) and a brief cover letter stating your experience and interest in undertaking this assignment by email to

To: Urooj.Ejaz@britishcouncil.org

at the latest by **16 March 2025 (11:59 PM PST)**. Please use this subject “**Research Coordinator- Your Name**” in the subject line of email you may send. Please make sure the CV is submitted on the **attached format** at the end of this document (page 4).

Passport/visa and/or nationality requirement.	Right to work in Pakistan
Security or legal checks required for this role.	Comprehensive background check

NAME

Profile: (BRIEF OVERVIEW OF PROFILE, EXPERIENCE AND STRENGTHS)

Current position

Nationality

Pakistani

Qualifications

Languages

English	Fluent
Urdu	Mother Tongue

Key skills

(highlight technical/management and soft skills)

Relevant experience:

ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR

Other Experience

ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR