Save the Children

Terms of Reference (TOR)

Research Assistant - Workforce

November 2026 to January 2027

Project: Data Collection Survey on Expanding Educational and Career Pathways for Young Myanmar Migrant and Displaced Persons in Thailand Project

1. Background

Save the Children Thailand is implementing a research initiative to support evidence generation on educational and career pathways for young Myanmar migrant and displaced persons in Thailand. The study aims to identify barriers, opportunities, and pathways related to higher education, Technical and Vocational Education and Training (TVET), legal identity documentation, and employment opportunities.

To support the implementation of this research, Save the Children Thailand seeks a qualified Research Assistant - Workforce to work closely with the international research team, MEAL teams, and project stakeholders. The Research Assistant - Workforce will provide coordination, research, policy analysis, data management, and documentation support throughout the study period.

2. Purpose of the Workforce

The Research Assistant – Workforce will provide technical, research, and operational support to Save the Children Thailand and the international research team in the implementation of a study on educational and career pathways for young Myanmar migrant and displaced persons in Thailand.

The Research Assistant – Workforce will support research coordination, stakeholder engagement, desk reviews, policy and legal analysis, data management, documentation, and the development of research outputs related to education access, legal identity, migration status, higher education, Technical and Vocational Education and Training (TVET), and employment opportunities. The role will also contribute to the organization, synthesis, and preliminary analysis of research findings to inform evidence-based recommendations and project outputs.

Working closely with project stakeholders, MEAL teams, and the research team, the workforce will contribute to the effective implementation of research activities and the timely achievement of project objectives, outputs, and deliverables throughout the project period.

Duty Station: Bangkok, Thailand, with periodic attendance at the Save the Children Thailand office and travel to project locations as required.

Contract Duration: November 2026 – January 2027

Level of Effort: Full-time (100%)

3. Scope of Work

3.1 Research Coordination and Stakeholder Engagement

- Coordinate with relevant stakeholders, including government agencies, universities, TVET institutions, civil society organisations, Migrant Learning Centres (MLCs), and project partners.
- Arrange and coordinate meetings, interviews, focus group discussions, workshops, and consultation sessions.
- Support communication and coordination between Save the Children Thailand and the international research team.
- Prepare meeting agendas, minutes, summaries, and follow-up actions.
- Maintain stakeholder contact databases and coordination records.
- Assist in collecting and organising relevant documents, reports, and reference materials from stakeholders.

3.2 Desk Review and Policy Research

- Conduct desk reviews and literature reviews related to:
    - Education access for migrant and displaced children and youth;
    - Higher education pathways in Thailand;
    - Technical and Vocational Education and Training (TVET);
    - Legal identity and civil registration systems;
    - Nationality and migration-related legislation;
    - Education policies and admission requirements; and
    - Employment and labour market pathways for migrant youth.
- Review policy documents, research publications, programme reports, legal frameworks, and government regulations.
- Prepare research briefs, policy summaries, and background papers for the research team.
- Support analysis of legal and policy issues affecting migrant and displaced populations.

3.3 Data Collection Support

- Assist in the preparation of research tools, interview guides, consent forms, and data collection materials.
- Coordinate logistics and scheduling for interviews, focus group discussions, and stakeholder consultations.
- Support quality assurance processes during data collection.
- Ensure appropriate filing and management of research documentation and records.

- Monitor data completeness and support follow-up where required.

3.4 Data Management and Preliminary Analysis

- Organise, clean, and maintain quantitative and qualitative datasets.
- Support coding and categorisation of qualitative data.
- Prepare data summaries, tables, and analytical notes.
- Conduct preliminary reviews of emerging findings and identify key themes for further analysis by the senior research team.
- Support triangulation of findings from desk reviews, interviews, surveys, and consultations.
- Maintain organised digital filing systems and document repositories.

3.5 Reporting and Documentation

- Support drafting, editing, formatting, and quality review of research outputs.
- Prepare presentations, briefing notes, summaries, and supporting materials.
- Consolidate comments from internal and external reviewers.
- Support preparation of materials for presentations, validation workshops, and donor communications.
- Maintain project documentation and version control throughout the consultancy period.
- Liaise with international researchers and support the consolidation of research inputs, comments, and revisions throughout the study process.

3.6 Cross-Cutting Responsibilities

- Ensure compliance with Save the Children safeguarding, confidentiality, research ethics, and data protection requirements.
- Maintain accurate records of activities and outputs.
- Participate in project meetings and technical discussions as required.
- Undertake other research-related assignments reasonably requested by the Research Lead or Save the Children Thailand.

4. Expected Deliverables

The Research Assistant – Workforce is expected to provide continuous support throughout the project period and submit monthly progress reports summarising key activities, outputs, findings, and planned actions.

Period	Key Deliverables	Remark
November 2026	• Inception support package • Stakeholder mapping and coordination database • Initial desk review and literature review summary • Research coordination plan • Policy and legal review summaries	
December 2026	• Stakeholder engagement support documentation • Research preparation materials and coordination records • Data collection coordination support • Interview and consultation documentation • Organised research records and supporting materials	
January 2027	• Data cleaning and organisation outputs • Preliminary analytical summaries • Updated document repository and research database • Support to report drafting and review processes • Final documentation package and project archive	

Note: Deliverables are indicative of the expected outputs during each reporting period. The workforce is expected to provide continuous support to research coordination, stakeholder engagement, desk review, data management, analysis, reporting, and other project-related activities throughout the contract duration, as agreed with the supervisor.

5. Reporting Line

The consultant will report directly to the Program Coordinator (Mae Sot) and work closely with MEAL teams, the Research Team, and relevant technical advisors throughout the assignment.

6. Required Qualifications

Education

Bachelor's or Master's degree in Education, Law, Political Science, Public Policy, International Development, Social Sciences, or another related field.

Experience

- At least 2 years of relevant experience in research, policy analysis, programme coordination, legal research, education, migration, or social development programmes.
- Experience supporting research studies, assessments, evaluations, or policy reviews.
- Experience related to education access, legal identity, nationality, civil registration, migrant rights, or child rights is highly desirable.
- Experience working in border contexts and with migrant or displaced populations is strongly preferred.

Knowledge and Skills

- Strong analytical, research, and problem-solving skills.
- Sound understanding of Thai legal and policy frameworks related to education, civil registration, legal identity, nationality, and migration.
- Ability to review, analyse, and synthesise legal, policy, and technical documents.
- Experience managing qualitative and quantitative research information.
- Strong organisational and stakeholder coordination skills.
- Excellent written and verbal communication skills in Thai and English.
- Ability to work independently and collaboratively within an international research environment.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.

Language Requirements

- Fluency in Thai and good command of written and spoken English.

Desirable Qualifications

- Knowledge of higher education systems, TVET pathways, labour market policies, or migration-related legal frameworks.
- Understanding of legal identity and documentation challenges faced by migrant and displaced populations.
- Familiarity with the Thailand-Myanmar border context and migrant learning systems.
- Experience working on research, legal, education, or migration-related programmes along the Thailand-Myanmar border is an advantage.

7. Payment

The workforce shall be engaged on a monthly service contract basis and is expected to perform duties during the organization's normal working days and hours throughout the contract period.

The workforce will receive a professional fee of **THB 40,000 per month**, subject to satisfactory performance and completion of assigned responsibilities and deliverables under this TOR.

Payment Conditions:

Payment will be made on a monthly basis upon submission and approval of:

- Monthly timesheet;
- Monthly progress/activity report; and
- Invoice issued by the consultant.
- The consultant is expected to perform duties in accordance with the approved workplan and the organization's standard working schedule.
- Monthly payments are subject to satisfactory performance and approval of monthly reports and supporting documents by the supervisor.
- Any project-related travel approved by Save the Children Thailand will be reimbursed in accordance with organizational policies and procedures.
- 3 % withholding tax will be deducted from the payment made to the service provider who is eligible to pay tax.

8. Application

Interested applicants are invited to submit their application, including a CV and quotation, via email to the following address: **K.Jantima Mahasaranond - Human Resources Coordinator**

Email: yun.mahasaranond@savethechildren.org