



Scope of Work

Position Title: Southeast Field Data Consultant

Reference No.: 2405M02

Timeframe: At will, and as funding is available; part-time

Coordinator: Research Coordinator

Location: Remote

Overview: This scope of work (SoW) outlines the role of Southeast Field Data Consultant with the Center for Operational Analysis and Research (COAR). The Southeast Field Data Consultant will support by undertaking traditional and social media monitoring; primary and secondary source research of publicly available qualitative and quantitative data; building and tapping into a network of interlocutors; and maintenance of the database/data repository.

About COAR: COAR is an operational think tank that directly supports practitioners, policymakers, and donors by providing insights to facilitate humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- To monitor in at least English, Myanmar, and Southeast Myanmar relevant media sources, including social media networks (i.e., Facebook, YouTube channels, Twitter feeds, etc.); traditional and non-traditional news reporting; personal trusted networks; UN agency reports; and formal press releases and statements from local, regional, and national sources;
- To prioritize and distill significant events and track developments relevant to the humanitarian community;
- To prioritize and synthesize relevant, up-to-date, high-quality qualitative and quantitative data mined from a wide range of data streams and sources;
- To undertake tasked research on specific topics, which will be pooled into a database of archived material easily accessible for analysts and decision-makers;
- To support in community-level, programmatically focused research;
- To provide context and highlight linkages when reporting on the above;
- To verify and validate the most significant data, and assess the credibility of sources, through triangulation and other recognized verification methods.

Responsibilities

The Southeast Field Data Consultant will:

- Follow media outlets, social media (Twitter, Facebook, VK, etc.), UN agencies, Government and stakeholder press releases, and private networks in order to build a database of detailed, accurate, and reliable sources and data;
- Conduct in-depth research on specific topics or issues, mining all traditional and non-traditional resources, as requested by Analysts, to include pertinent weekly topics, and as requested for Briefings, Scenario Plans, and Situation Reports to support humanitarian interventions as necessary;
- Include contextual explanation and overview of linkages between the events and developments reported on at each stage;
- Conduct research, information gathering, and multi-sectoral analysis on community-level dynamics in Myanmar;



- Maintain strong knowledge of relevant actors in Myanmar;
- Monitor political, economic, social and safety developments nationally and regionally;
- Include contextual description and overview as a standard practice;
- Determine the reliability of sources and verify data using standard methods;
- Build and maintain a network of contacts in relevant locations to support weekly and thematic reporting;
- Through regular weekly contact, develop an iterative dialogue with personal networks, particularly those in hard-to-reach locations and distill relevant information into an accessible format for analysts to access;
- Proactively develop and engage with network contacts and sources to reflect the evolving needs of the project.

Deliverables

- Prepare or support a weekly Myanmar Media roundup, a synthesis of social media activity/trends and traditional media reports regarding topics relevant to humanitarian responders in Myanmar, using multiple source streams (social media, print and digital media, governmental and non-governmental statements and reports, network of key informants etc.) to support humanitarian interventions;
- Compile detailed event reports on a timely, weekly basis for use in context mapping;
- Provide regular, distilled, quantitative and qualitative information in a non-partisan manner;
- Populate, clean, and review (in conjunction with the Myanmar Chief of Party and Analysts) the media database on a continuous basis with the relevant qualitative/quantitative data.
- Facilitate, or support CASS analysts to facilitate, Key Informant Interviews, either face-to-face or via phone, and write up comprehensive notes from Key Informant Interviews.
- Support in community-level and programmatic analysis projects as needed
- Share regular relevant contextual updates with the CASS team in the CASS Myanmar WhatsApp chat or other forums.

Qualifications and Experience

The ideal candidate for the Field Liaison consultant role will have:

- Minimum high-school certificate, university-level education considered an asset;
- A minimum of 2 years of experience working in a research-based position in a social enterprise, NGO, INGO, or similar organization or collective, journalism and/or academia (PhD candidates etc.), or other relevant background. Volunteering and interning with supporting recommendations will be considered as experience.
- Excellent knowledge of technology (laptop, smartphone, tablet);
- Excellent typing skills (50-60 WPM);
- Good knowledge of Microsoft Office;
- Excellent knowledge and easy use of social network and public information portals;
- Good grasp of research methods, including non-traditional sources;
- Good level of English (B1), native or close to native Myanmar and languages spoken in Southeast Myanmar, all other recognized local languages an asset.
- Socially tolerant and open-minded, with strong people skills;
- A strong interest in current events, geopolitics, and local developments;
- High personal and professional integrity;



- Self-aware and open to constructive criticism;
- Critical-thinker;
- Flexible and able to work autonomously;
- Takes responsibility and personal interest in their work;
- Able to assess personal and professional risks.

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.