



OPPORTUNITIES AT RASTA, PIDE ISLAMABAD

RASTA Competitive Grants Program for Policy-oriented Research Pakistan Institute of Development Economics (PIDE), Islamabad

Terms of References

I. LOCAL PARTNER (RESEARCH TEAMS - Multiple Assignments)

The RASTA Competitive Grants Programme for Policy-oriented Research requires the services of qualified and experienced 'Local Partners' (Research Teams) for its various Demand-driven Research projects. Teams are required for eight (08) districts of Pakistan including Islamabad, Rawalpindi, Lahore, Multan, Bahawalpur, Faisalabad, Sargodha, and D I Khan.

Local Partners (LPs) will be required to conduct document analysis, collect the primary/secondary data, conduct a limited number of in-depth interviews/focus group discussions, complete the analysis and submit the report to PIDE-RASTA within the agreed timeframe and as per the TORs. This is an assignment-based opportunity. The contract period for each assignment will be 90 days. The deliverables include two reports: an Interim Report to be submitted at the mid-term stage (45 Days), and a final report to be submitted within the project duration (90 Days).

The total agreed amount will be released to the LP Team Lead in two instalments as per the following schedule subject to the fulfilment of all formalities:

- a) First installment (50%): At the start of the contract, upon submission of the signed contract, other formalities must be fulfilled as per RASTA Budget Guidelines.
- b) Second instalment (50%): After submitting the final report and data for the repository. The instalment will be released after the satisfactory evaluation by the PIDE Research Team and RASTA M&E Desk.

All secondary data sources will be properly cited, and complete references will be included in the report. The RASTA-PIDE will have all rights to the data collected and reports. The names of the LP will be acknowledged in the final report. It is desirable that LPs should belong to the same city, district and/or province since they don't just have local support networks but would also lead the debate in the right direction. LPs will be offered reasonable remunerations only. They will manage all expenses related to transport, TADA and/or project-related procurements from their own resources. Technical assistance/mentoring from RASTA will be provided to execute the assignment. Sub-contracting is prohibited under the agreement unless explicitly approved by RASTA PMU, with the approval of the Chairman RAC of RASTA-PIDE where appropriate.

It is an assignment-based opportunity offering market-based remuneration. Interested individuals/registered firms may send their 'Expression of Interest' (Profile) and 'Cover Letter' to jobs.rasta@pide.org.pk within fifteen (15) days of this advertisement. The qualifications, experience and suitability of LPs for the projects will be assessed by the RASTA Project Management Team. Keeping in view the performance, services of the selected individuals (or team) may be extended/ utilized for other RASTA DDR projects. Kindly include brief CVs and highlight research projects conducted. Only shortlisted individuals/teams/firms will be contacted for interviews for specific assignments at RASTA, PIDE Islamabad.

II. GIS SPECIALIST (01 Assignment)

The RASTA Competitive Grants Programme for Policy-oriented Research requires the services of qualified and experienced 'Local Partners' (Research Teams) for its various Demand-driven Research projects.

GIS Specialist will be required to perform geospatial modeling, data development and spatial/non-spatial analysis to create city profiles. He/she/they will analyze the data utilizing mapping software, create maps and submit the report to PIDE-RASTA within the agreed timeframe and as per the TORs. This is an assignment-based opportunity. The contract period of the assignment will be 60 days (spread over 120 days). The deliverables include two reports for each city: an Interim GIS Report to be submitted at the mid-term stage, and a Final GIS Report to be submitted before the completion of the project period.

The total agreed amount will be released to the GIS Specialist in two instalments as per the following schedule subject to the fulfilment of all formalities:

- a) First instalment (50%): At the start of the contract, upon submission of the signed contract, other formalities must be fulfilled as per RASTA Budget Guidelines.
- b) Second instalment (50%): After the submission of the final report and data for the repository. The instalment will be released after the satisfactory evaluation by the PIDE Research Team and RASTA M&E Desk.

All secondary data sources will be properly cited, and complete references will be included in the reports. The RASTA-PIDE will have all rights to the data collected and reports. The names of the GIS Specialists will be acknowledged in the final reports. Technical assistance/mentoring from RASTA will be provided to execute the assignment. GIS specialists will be offered remunerations only. They will manage all expenses related to transport, TADA and/or project-related procurements from their own resources. Sub-contracting is prohibited under the agreement unless explicitly approved by RASTA PMU, with the approval of the Chairman RAC of RASTA-PIDE where appropriate.

The GIS Specialist must have relevant qualifications and demonstrated experience in the field. The qualifications, experience and suitability of the GIS Specialist for the said project will be assessed by the RASTA Project Management Team and PIDE Citypedia core team. Keeping in view the performance, services of the selected individual (or team) may be extended/utilized for other RASTA projects.

Interested individuals/registered firms may send their 'Expression of Interest' (Profile) and 'Cover Letter' to jobs.rasta@pide.org.pk. The qualifications, experience and suitability of the GIS Specialist for the said projects will be assessed by the RASTA Project Management Team and relevant DDR research teams. Keeping in view the performance, services of the selected individuals (or team) may be extended/utilized for other RASTA DDR projects. Kindly include brief CVs including research projects conducted. Only shortlisted individuals/teams/firms will be contacted for interviews for specific assignments at RASTA, PIDE Islamabad.

III. GRAPHIC DESIGNER (02 Assignments)

The RASTA requires the services of qualified and experienced 'Graphic Designers' to design and produce research for its various research projects. The applicants must have the command to develop concepts, graphics and layouts for RASTA flyers, policy briefs, magazines, research reports, research papers, books and other materials to visually communicate ideas, data and research findings to a larger audience. This will allow RASTA-PIDE to bridge the research-policy gap through the dissemination of research findings, create knowledge networks, and promote research culture in Pakistan. The applicants must have demonstrated experience in design and photo-editing software; creativity and innovation skills; understanding of the latest trends and aesthetics; excellent time management and organisational skills; accuracy and attention to detail; professional approach to time, costs and deadlines.

It is an assignment-based opportunity offering market-based remuneration. The contract period for the assignments will be 180 days. The selected individuals/firms shall work closely with the RASTA-PIDE Team and/or its fellows. Sub-contracting is prohibited under the agreement unless explicitly approved by RASTA PMU, with the approval of the Chairman RAC of RASTA-PIDE where appropriate.

Interested individuals/registered firms may send their 'Expression of Interest' (Profile) and 'Cover Letter' to jobs.rasta@pide.org.pk within fifteen (15) days of this advertisement. The qualifications, experience and suitability of Graphic Designers for specific RASTA projects/assignments will be assessed by the RASTA Project Management Team. Keeping in view the performance, services of the selected individuals (or team) may be extended/utilized for other RASTA projects. Kindly include brief CVs including relevant work experience. Only shortlisted individuals/teams/firms will be contacted for interviews for specific assignments at RASTA, PIDE Islamabad.

IV. DATA SUPERVISOR (03 Assignments)

The RASTA required the services of qualified and experienced 'Data Supervisors' (DS) for its research projects to support research activities across Pakistan and improve policy outcomes. The DS will oversee data collection, management, and quality assurance throughout the project. The role is critical to ensure data integrity and timely submission, processing, and storage, as well as data analytics and visualization. The DS will work closely with local partners and research associates to ensure smooth data entry and analytics. DS will be required to participate in regular project meetings to provide updates on data management activities. Facilitate communication between data collectors and project leadership, reporting any issues or deviations. Provide technical support to the Project Director's office and partners in developing monitoring frameworks, managing the programme dashboard, and presenting progress reviews.

The applicant must have strong analytical skills and attention to detail. Ability to handle large datasets and identify potential issues. Proven leadership and team management capabilities. He/She must have proficient skills in Excel, PowerPoint, Tableau, and Power BI. Demonstrated experience in research projects and organizational skills related to communication and presentation are desirable. The applicants must understand the latest trends and aesthetics, have excellent time management, accuracy and attention to detail, a professional approach to time and costs, and meet deadlines.

The applicant must have a postgraduate qualification in Economics, Statistics, Computer Sciences, Project Management, or in related field. Experience in working on similar assignments preferably with a think tank/research institute would be considered valuable. A strong understanding of data protection and privacy laws, and the ability to work independently and supervise teams are required.

The selected individuals/firms shall work closely with the RASTA-PIDE Team and/or its partners. Interested individuals/registered firms may send their 'Expression of Interest' (Profile) and 'Cover Letter' to jobs.rasta@pide.org.pk within fifteen (15) days of this advertisement. The qualifications, experience and suitability of the Data Supervisor for the RASTA projects will be assessed by the RASTA Project Management Team and relevant research team.

It is an assignment-based opportunity offering market-based remuneration. The contract period for assignments will be 180 days. Keeping in view the performance, services of the selected individuals (or teams) may be extended/utilized for other RASTA projects. Kindly include brief CVs and relevant work experience. Only shortlisted individuals/teams/firms will be contacted for interviews for specific assignments at RASTA, PIDE Islamabad.

V. RESEARCH ASSOCIATES (06 Assignments)

The RASTA required the services of qualified and experienced 'Research Associates' (RA) for its research projects to support research activities across Pakistan and improve policy outcomes. The Research Associate will support the project by assisting with the design, execution, and analysis of research activities. This includes fieldwork, data collection, literature reviews, data analysis, and

report writing. The role will ensure that all research activities are aligned with the project's goals and methodologies. RAs will work with the Principal Investigator to plan research activities, timelines, and resource needs. Proficiency in quantitative and/or qualitative research methods; strong organizational, time management, and communication skills; and ability to work both independently and collaboratively in a team environment are desirable. Furthermore, excellent analytical and critical thinking skills; proficiency in written and oral communication, particularly in report writing; detail-oriented, with strong organizational skills and the ability to manage multiple tasks; and ability to work under tight deadlines and adapt to changing project needs.

The applicant must have a bachelors qualification in Economics, Statistics, Computer Sciences, Project Management, or in related field. Experience in working on similar assignments preferably with a think tank/research institute would be considered valuable.

It is a full-time assignment-based opportunity at RASTA-PIDE. Interested candidate may send their 'CV' and 'Cover Letter' to jobs.rasta@pide.org.pk within fifteen (15) days of this advertisement. Only shortlisted candidates will be called for an interview.

VI. PHOTOGRAPHERS (Multiple Assignments)

The RASTA requires the services of professional 'Photographers' for its 'Citypedia' project (Phase I) in 20 cities of Pakistan. The photographers will be required to visit designated cities and take pictures of people, places, events, and objects as per the requirement of the Citypedia TORs. Using a professional high-resolution camera (and drone for aerial photography of landscapes and structures), the photographer will capture images for the Citypedia Reports and submit the package (high-quality edited pictures) to PIDE-RASTA within the agreed timeframe and as per the TORs. Since every city is unique in terms of its landscape, culture and geography, a list of 20 objects will be prepared in consultation with the PIDE Citypedia Team and Local Partners. The photographer will be required to submit 100 high-quality edited pictures from each city. The RASTA-PIDE will have the copyrights of the pictures selected from the package. This is an assignment-based opportunity. In this specific assignment, skill and experience will have more weight than qualification. The selected individual/firm will work closely with the Citypedia Team.

Interested individuals/registered firms may send their 'Expression of Interest' (Profile) and 'Cover Letter' to jobs.rasta@pide.org.pk. The skill, experience and suitability of Photographer will be assessed by the RASTA Project Management Team and Citypedia team. Keeping in view the performance, services of the selected individuals (or team) may be extended/used for other RASTA projects. Kindly include brief CVs including projects/assignments conducted. Only shortlisted individuals/teams/firms will be contacted for interviews for specific assignments at RASTA, PIDE Islamabad.

VII. VIDEO PRODUCTION SPECIALISTS (02 Assignments)

The RASTA requires the services of qualified and experienced 'Video Production Specialists' to visually communicate ideas, data and research findings to a larger audience. The applicant must have a command to create video content, process video editing (including animated/infographics), voiceover and translation, and produce videos for a variety of distribution channels. This will allow RASTA-PIDE to bridge the research-policy gap through the dissemination of research findings, create knowledge networks, and promote research culture in Pakistan.

The applicant must have demonstrated experience in project management and organization skills related to the video production process. The applicant must understand the latest trends and aesthetics, have excellent time management, accuracy and attention to detail, a professional approach to time and costs, and meet deadlines. This is an assignment-based opportunity. The selected individuals/firms will work closely with the RASTA-PIDE Team and/or its stakeholders.

Interested individuals/registered firms may send their 'Expression of Interest' (Profile) and 'Cover Letter' to jobs.rasta@pide.org.pk. The qualifications, experience and suitability of Video Production Specialist for specific RASTA projects/assignments will be assessed by the RASTA Project Management Team. Keeping in view the performance, services of the selected individuals (or team) may be extended/ utilized for other RASTA DDR projects. Kindly include brief CVs including projects/assignments conducted. Only shortlisted individuals/teams/firms will be contacted for interviews for specific assignments at RASTA, PIDE Islamabad.

Project Director

RASTA, Project Management Unit,
Pakistan Institute of Development Economics, Islamabad.
Tel.: +92 (051) 9248144, 9248026
jobs.rasta@pide.org.pk