

ToRs Research Assistant**1. Introduction**

- 1.1 The Research Assistant role will provide executive administrative and logistical support to the British Council Nigeria Research Committee which sets the strategic direction for research projects in line with corporate, regional and country priorities as outlined in the Corporate Plan, Regional Strategy and Country Strategy and Plan.
- 1.2 The primary purpose of the role is to deliver tasks generated by the activities of the Research Committee in their governance of the research function, guidance to delivery teams and consultants and quality assurance and reviews of research outputs.

2. Background

- 2.1 British Council is a leader in Cultural Relations and delivers this through programmes in education, arts and social issues around the world. It focuses many of its activities on providing access to improved services, facilities and opportunities in these areas across the globe.
- 2.2 As part of its strategy, British Council Nigeria seeks to use its knowledge and insight to provide value to public and private sector audiences, within and outside its programmes and delivers this through periodic research projects on relevant themes within its areas of focus.
- 2.3 Previous research projects have included Next Generation Report (2011), Rapid Analysis of the Creative Education and Skills Landscape in Nigeria (2015) and Teacher Education, Teacher Practice, Approaches to Gender and Girls' Schooling Outcomes: A Study in Five Nigerian States (Supported by Macarthur Foundation, 2016).
- 2.4 The above listed and other research reports by British Council have influenced private and public sector actions that strengthen outcome areas of interest in the target sectors and indicate an appetite for further similar projects.
- 2.5 The Research Committee which this role supports, provides much needed leadership and prioritisation to ensure that research projects achieve maximum impact both internally and externally.

3. Approach and Activities

- 3.1 The Research Assistant will deliver tasks generated by the Research Committee either directly or through other British Council staff working across business units or through consultants procured for the purpose.

- 3.2 The Research Assistant will deliver these Terms of Reference with reasonable skill, care and ability in accordance with the standards set by British Council in any contractual agreement associated with these Terms of Reference.
- 3.2 The broad approach for the role is to attend all Research Committee meetings and take forward all actions agreed as part of the Terms of Reference for that group as outlined in 3.1 above.

4. Deliverables

- 4.1 The key deliverables of the Research Assistant will be as follows:
- 4.2 At the request of the Research Committee, issue a call for annual research plans every December to collate research proposals from all programme areas for the succeeding Financial Year
- 4.3 At the request of the Research Committee, organise three meetings per year face to face or virtually– in January to sign off research plans, in April to check in on research project progress and in November to support Quality Assurance and Reviews and plan the succeeding Financial Year.
- 4.4 Manage delivery of research projects working collaboratively with programme teams to which they research projects are aligned.
- 4.5 Manage delivery of other Adhoc research requests as assigned from the Research Committee from time to time

5. Person Specification

- 5.1 The Research Assistant will have a minimum of an advanced degree in one of the British Council focus areas: arts / creative industries, Education or Society (social justice, civil society, governance etc)
- 5.2 Experience managing applied research projects in a formal context and will need to show evidence of experience of managing at least two research projects outside their academic research
- 5.3 Be available to work out of British Council offices in Abuja or Lagos for a minimum of 20 days a month, from September 2019 until August 2020.

6. Cross Cutting Issues

- 6.1 British Council is committed to Equality Diversity and Inclusion and Child Protection and all research projects will be delivered within these commitments and in line with all other requirements of the British Council staff and consultants' Code of Conduct.

7. Linkages with other Interventions

- 7.1 Research reports will influence British Council methodologies in the target sectors and will be used to develop Theories of Change as part of Programme Based Planning where appropriate

8. Risks

- 8.1 Danger of raising expectations of British Council engagement which may not be followed through. This will be mitigated through robust research communications strategies which will be developed for each research project
- 8.2 Other risks will be related to specific research projects and these will be identified and mitigated on project by project basis.

9. Monitoring & Evaluation

- 9.1 Whilst there are no specific Monitoring & Evaluation responsibilities connected to this assignment, the reports produced will be used for planning and external dissemination.
- 9.2 If key positive messages are picked up during the assignment about individuals historical experience of British Council, these should be documented and included as appendices to the report (including pictures and document permissions from the individuals to name them in relevant British Council literature)

10. Timing and Resources

- 10.1 The assignment is expected to start by September 2019 and end in August 2020.
- 10.2 The post holder will work Monday to Fridays at least twenty days a month as outlined in the contractual agreement in respect of this Terms of Reference
- 10.3 Remuneration will be negotiated based on experience with starting salary envisaged at **398,188.00**, gross monthly (all inclusive).
- 10.4 Any costs incurred in the delivery of these TORs will be covered by the terms of the contractual agreements in respect of this Terms of Reference.

11. Management Arrangements

- 11.1 This role will report to Director, Programmes on a Day-to-Day basis and be accountable to the Research Committee.

12. To apply, please send, in a pdf attachment, saved with your name

Completion of the Expression of Interest showing how your skills, knowledge and experience, match the ToR. This will include links to previous research projects you have participated in.

Kindly send with the mail title “Expression of Interest – Research Assistant” to below:

tempapplication@ng.britishcouncil.org by 11.59 GMT +1 on 09 August 2019