



**TROPICAL
HEALTH**

Job Description

Research Manager

Background

Tropical Health LLP is an international consultancy group specialising in the monitoring, evaluation, research and learning (MERL) of health and related sectors programmes in Africa and Asia. Registered in the UK in 2011, the company builds on the long experience of its core staff as well as a wide network of affiliated consultants. We contribute in a unique way to the cost effectiveness and sustainability of development aid in the health sector by improving the availability, quality and use of evidence for strategic and operational planning and programme implementation. We firmly believe in the principles of developing local capacity and transferring skills and knowledge.

We offer a variety of services in the M&E field:

- Developing, reviewing, supporting the implementation and reporting against results-based monitoring frameworks at programme, country, regional and global levels.
- Designing and supporting implementation of surveillance systems and facilitating assessments and improvements of information systems.
- Designing, implementing, interpreting and disseminating the results of various types of representative surveys, OR and comparative studies.
- Undertaking various types of evaluations and reviews of aid interventions and programmes.
- Synthesising and presenting evidence on key issues and the impact of interventions and programmes to a variety of audiences.

Clients to date have included UK Foreign Commonwealth Development Officer (FCDO), United States Agency for International Development, Bill and Melinda Gates Foundation, Global Fund to fight against AIDS, Tuberculosis and Malaria, World Health Organization, World Bank, large non-governmental organizations, consultancy firms and private companies. Tropical Health has undertaken work in over 35 countries in Africa and Asia.

Further details can be found at www.trophealth.com.

Job Purpose

- To lead the coordination of selected Tropical Health projects implementation
- To provide technical consultancy services on a regular basis as required
- To lead the development of technical proposals for further development of our business
- To play an active role in Tropical Health's knowledge management

Location

The Research Manager will work from his/her place of residence with some international travel as needed.

Key Responsibilities

1. Project Implementation Coordination

For selected projects:

- Act as project manager, leading on work planning, budgeting and risk management, liaising with Tropical Health operations and finance teams to ensure smooth coordination across the organisation
- Be Tropical Health's focal point with clients/donors, on all or some aspects of the project, including but not limited to leading on providing regular activities update to clients/funders and participating in meetings, as agreed
- Coordinate and manage the performance of project teams and partners, remotely and undertaking field-level checks, as required; this includes line management responsibilities for selected staff in project locations.
- Work closely with teams in country to collate data and reports from project activities across multiple partners, as need be
- Provide first level quality assurance to project outputs, ensuring Tropical Health, its consultants and partners deliver to the technical standards expected by the client
- Support drafting and/or finalisation of deliverables to be developed by Tropical Health core team

2. Technical Consultancy

- Deliver technical consultancy in line with individual consultancy terms of reference developed. Specific roles would be determined on case-by-case basis ranging from
 - being a thematic expert on a team
 - leading a team of experts and coordinating overall assignment and deliverables
 - being a sole technical consultant on a piece of work.
- Areas of technical contributions would include but are not limited to:
 - Provide contributions to detailed methodology design including systems and tools
 - Lead on quantitative and/or qualitative data collection and/or analysis, with guidance from Technical Director
 - Draft results reports for submission to the donor/client
 - Support teams to collect data; support data cleaning and review in collaboration with in-country teams
 - Support development of data visualization
 - Conduct document reviews and literature reviews as needed
 - Lead or contribute to journal publications as needed

3. Project Identification and Design

- Identify and follow up on new business opportunities that arise through own contacts
- Represent Tropical Health at market engagement opportunities with Clients
- Lead the technical response for selected pre-qualification and expression of interest processes, project proposals and funding requests.
- Work with the team at Tropical Health to develop terms of reference for, recruit and establish project teams, partnerships and collaborations for business opportunities as they arise.

4. Networking and Knowledge Management

- When opportunity arises, network with clients and partners to promote Tropical Health's presence and actively build and maintain these networks to shape strong partnerships
- Identify and network with consultants to grow Tropical Health's technical base.

- Write content for selected external communications products, including Tropical Health website
- Play an active role in Tropical Health's knowledge management.

Qualifications, Skills and Experience

1. Qualifications

- Relevant undergraduate degree and Masters degree in related discipline (Epidemiology, Biostatistics, Public Health, M&E, Social Sciences)

2. Skills and Knowledge

- Demonstrated effective project management and organizational skills
- Budget, financial planning and operational management of projects
- Working knowledge of different approaches to research and evaluation including survey and surveillance methods, data collection and analysis and sampling and questionnaire design
- Strong knowledge of routine health information systems
- Proven ability to develop and apply monitoring and evaluation plans to determine programme results and monitoring impact
- Ability to digest and synthesize diverse information and data into recommendations and lessons learned
- Familiarity with communicable diseases programmes, with knowledge of malaria programmes an advantage
- Excellent problem solving and time management skills
- Strong interpersonal skills and ability to develop and maintain relationships with both internal and external stakeholders
- Excellent writing, editing, communication and presentation skills, including presentation of technical data and medical information to both technical and non-technical audiences
- Ability to work independently, under pressure and achieve results
- Computer literacy including Excel, PowerPoint and Word, databases, statistical packages and use of geographic information system such as QGIS.

3. Experience

- At least 5 years of demonstrated international experience in the design and management of monitoring systems, evaluations and research projects, including evaluation methodologies, population-based surveys, participatory data collection methods and protocols, data quality verification techniques in large development projects
- Demonstrated experience managing research project staff and operations.
- Experience in providing high quality M&E or research services to donor funded programmes in the area of international development and health
- International experience in the provision of technical consultancy in own area of specialisation and quality assure the work of others
- Experience in influencing and negotiating with others in a cross-cultural environment

4. Language requirements

- Fluent in English (written and spoken)
- Good verbal and written skills in at least one other international language desirable