

## **Revised Terms of Reference**

### **Research Associate**

The position of Research Associate for the Project: Successful Intervention Pathways for Migration as Adaptation (SUCCESS) is based at the Research & Development Unit of the Royal Thimphu College. This position is a contract-based employment for 1 year, with the possibility of a project-based extension. The employee will be primarily based at RTC campus and will be bound by the employment terms and conditions of the college.

The Research Associate will:

1. In consultation with the Project-Lead and the Project Coordinator, carry out qualitative and quantitative data analysis of the project sites, and present the findings in consortium meetings/workshops/conferences and in written form (policy brief, popular writing, academic article)
2. In consultation with the Project Coordinator, actively involve with government and other stakeholders in policy-engagement toward the objective of integrating project-findings in local planning and policy at different levels.
3. Co-supervise research assistants and interns in particular phases of the project, including progress meeting, allocation of duties, and review of submitted works, as well as liaise with faculty/staff with project workloads.
4. Contribute to the organization of stakeholder meetings, workshops, conferences, consortium meetings, and other relevant events for SUCCESS.
5. Participate and contribute to project meetings, including internal staff meetings, cross-departmental meetings at RTC, update meetings with ICIMOD, and overall consortium meetings.
6. Acquire advanced understandings of academic concepts, themes, theories, and approaches central to the project through self-study and attending lectures/workshops (both online and in-person)
7. Co-author academic and popular publications with other project members, both internally (within the Research and Development Unit) and with members of partner institutions.
8. Travel to project sites on a need basis within the country, and abroad for workshops, conferences, and consortium meetings when required.

9. Contribute to the writing of periodic progress reports, especially in relation to the technical update reports and with occasional inputs on financial update reports, if required.
10. Produce regular visual + written project updates and disseminate these on HCEH social media profiles.
11. Share best research practices with other HCEH staff working on a range of projects, liaise/coordinate with other projects when required, and – on the whole – be present participate in, and support larger Research & Development Unit events and activities on a need basis.