

Job Announcement

Position Title: **Field Coordinator**

Project: **Rebuilding the Social Compact – Urban Service Delivery and Property Taxes in Pakistan**

Qualifications: **Bachelor’s degree from a recognized university; 1-2 years of relevant experience**

Start Date: **As soon as possible**

Minimum Commitment: **6 months**

Location: **19-A FCC, Syed Maratib Ali Road, Gulberg IV, Lahore**

The Center for Economic Research in Pakistan seeks a qualified applicant for the position of Field Coordinator for the Social Compact Project. This is a full-time position based in Lahore to monitor a significant amount of fieldwork. The Field Coordinator will help manage the implementation of large randomized controlled trial evaluating interventions. He/she will also have the opportunity to engage with leading economists from Harvard University, Massachusetts Institute of Technology (MIT), and the London School of Economics (LSE).

CERP’s project teams are small, and the amount of work we accomplish is significant. The position is challenging but rewarding – only apply if you are the type of person who takes charge and responsibility, can do excellent work with little supervision, and are not afraid to learn new things in order to get the job done.

I. About CERP

The [Center for Economic Research in Pakistan \(CERP\)](#) is a non-profit research center in Pakistan that promotes the use of rigorous quantitative research and actively engages with policy counterparts to answer key questions in public policy. CERP was founded in 2008 by renowned Pakistani economists based at the Harvard University’s John F. Kennedy School, the University of Chicago, Pomona College and Lahore University of Management Sciences.

II. Project Description

The social compact between citizen and state – whereby a citizen pays taxes and receives (public) goods and services – is a critical link in the development process. This link is especially salient in the context of local governments and a significant metric on which they are judged. However, if citizens perceive little benefit from their tax payments, or local services are disconnected from local decision-making, this link can be broken. This can create a vicious cycle where citizens do not receive high quality services because resources are limited by low levels of local tax revenue, and the low quality of services leads to a low willingness to pay taxes, as well as a broader lack of trust in the state.

This study seeks to examine these issues by introducing a menu of reforms that strengthen the link between the provision of local urban services and local property tax collection in urban Pakistan. The three main interventions are:

1. ***Demand.*** In this intervention, tax staff inform citizens of the link between taxes and services. Tax staff then solicit citizens' preferences on which type of local goods should be prioritized in their neighborhood. The results of this preference elicitation are then shared with the local government in an effort to improve the allocation of services.
2. ***Delivery.*** In the status quo, revenue is collected from administrative tax units and transferred to local governments that allocate these to city-level services. To strengthen the link between taxes paid and services provided, this intervention requires local governments to allocate a portion of property tax collected from a neighborhood (tentatively 35%) to that same neighborhood. As in the Demand intervention, tax staff inform citizens of the link between taxes and services and convey details about the intervention.
3. ***Demand and Delivery.*** This intervention combines the previous two. By both eliciting citizen preferences (#1) and requiring local governments to allocate funds to the neighborhood (#2) in accordance with these preferences, it seeks to make the tax-services link even more salient and credible. As in the Demand Intervention, tax staff solicit citizens' preferences on which type of local goods should be prioritized in their neighborhood. Citizens are then informed that 35% of their neighborhood's property tax revenue will be earmarked for their preferred service.

In addition to these main treatments, we are implementing a sub-intervention where local leaders will mobilize the community to help enhance the tax-service link. The sample consists of approximately 500 neighborhoods in two of the largest cities of Punjab, Lahore and Faisalabad.

The Principle Investigators of the project are Dr. Asim Ijaz Khwaja (Harvard Kennedy School), Dr. Adnan Khan (LSE, IGC), Professor Ben Olken (MIT/J-PAL), Mahvish Shaukat (MIT).

III. Current Status

Since last year, we have introduced the interventions to all intervention neighborhoods in the sample. Tax staff have surveyed nearly all of approximately 60,000 total properties in the sample for preference elicitation. Currently, we are working with the local governments on service implementation using earmarked funds and preparing for the second year of the study.

IV. Policy Relevance

Re-engaging with urban areas is a key priority for Pakistan in general, and the Punjab government in particular. The country is in the midst of revitalizing local governments, and enabling citizens' voice within this context could significantly impact the success of these local governments. The demand for this study came from a combination of the Punjab Local Government Department – which provides services – and the Punjab Excise and Taxation (E&T) Department – which collects the property taxes that fund these services. The project is strongly supported by both Departments and backed by the Chief Minister and is anticipated to be a key pillar in the reform agenda of the government.

V. Job Description and Responsibilities

Your **primary responsibility** will be towards the *Social Compact Project* project. Your tasks will include:

- a) Managing a team of Field Assistants and acting as a liaison between CERP Field Team and CERP Research Team
 - i. Recording, updating, and reporting Field Assistant attendance data
 - ii. Conducting routine engagement with CERP Field Team to maintain morale and resolving personnel issues
 - iii. Planning for, managing, and maintaining records of the allocated budget for all field activities
- b) Coordination between the CERP Research Team, CERP Field Team, government officials, and implementation partners
 - i. Coordinating with surveying partners to ensure data quality and that all protocols are followed
 - ii. Conducting meetings with and scheduling activities/events with all partners
 - iii. Conducting routine engagement with recurring actors
- c) Survey and data management
 - i. Piloting surveys and gathering information in-field for Field Assistant training and understanding survey requirements
 - ii. Updating databases, and conducting data entry
- d) Monitoring
 - i. Developing and implementing monitoring tools for spot-checking and back-checking surveys.
 - ii. Supervising and monitoring completion of all surveying and field activities within time specified by CERP Research Team
- e) Recordkeeping and reporting
 - i. Management and recordkeeping of all the data coming from trainings and from the field.
 - ii. Maintaining detailed daily, weekly, and monthly logs of all issues and observations of all field operations to CERP Research Team.
 - iii. Updating your principal reporting points on the status of the project activities periodically via means specified by the project team
- f) Conducting frequent travel if and where required for conducting meetings, and monitoring trainings and field activities.
- g) Remaining accessible and respond to the issues that may arise during training operations.
- e) Any other duty or task that arises with the evolution of the project.

Qualifications and Skills

- 1-2 years of relevant experience in research/program evaluation, including monitoring and evaluation of field operations.
- Languages: Urdu (required), English (not required but preferable)
- Strong written and oral communication and interpersonal skills

- Experience implementing lab-in-the-field experiments.

VI. How to Apply

Please follow the instructions below. Any applications or CVs submitted outside this process will not be considered. Only successful candidates will be contacted.

Interested candidates should:

1. Fill out the [online form found here](#), marking Social Compact (Tax) as your first choice.
2. Send an email to both careers@cerp.org.pk with the subject “**Field Coordinator - Social Compact**”. Please include your cover letter and CV.