

## Job Announcement

POSITION TITLE: **Training and Capacity-Building Associate**

PROGRAM: **CERP Training and Capacity Building**

QUALIFICATIONS: **Master's in Economics, Social Sciences, Public Policy, Public Administration, Business Administration, Education Management, or equivalent**

START DATE: **As Soon As Possible**

MINIMUM COMMITMENT: **12 Months (24 Months is Preferable)**

POSTING DATE: **3 December 2018**

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

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### Program Description

*Context:* In Pakistan, evidence-based policymaking is relatively less prevalent compared with other countries in the region. While many influential stakeholders are committed to this approach, resistance and scepticism remain.

Organizational capacity is also lacking. Public sector organizations often do not have appropriate infrastructure to efficiently develop and utilize the human resources, or information systems necessary to make better use of data and evidence. Organizational culture, management structure, and systems for learning may also constrain use of evidence in policy making.

While problems are evident on both the supply and the demand side in Pakistan's policy space, both are symptomatic of an underlying lack of consensus on the value of data and evidence for formulating public policy. In Pakistan's context, this problem has important implications for poverty reduction and social and economic wellbeing. This is a complex problem with capacity constraints at the levels of the individual, the organization, and the broader institutional environment.

*About Us:* [CERP](#) is a non-profit policy research organization founded by renowned Pakistani academics in 2008 with the aim of catalyzing policy research in Pakistan. We do this by undertaking rigorous quantitative research and building capacity for evidence-based policy making.

Engaging with and building the knowledge, skills, and capacity of the actors who help shape policy is vital to promoting the long-term sustainability of CERP's mission. These actors include public sector policymakers, such as civil servants and politicians, as well as private sector and civil society players. In addition it includes local researchers, both current and aspiring.

*Training and Capacity Building at CERP:* This training program seeks to develop a knowledgeable workforce capable of deploying a variety of strategic and technical skills that will inform policy decisions. CERP is currently a part of two international consortiums that were created with the objective of promoting evidence driven decision making, and use of best practices in impact evaluation and M&E within social programs: Building Capacity to Use Research Evidence (BCURE) and Regional Centres for Learning on Evaluation and Results (CLEAR).

***Position Description***

Your primary responsibility will be towards training and capacity building activities at CERP, including both the large-scale training initiatives: Building Capacity to Use Research Evidence (BCURE) and Regional Centers for Learning on Evaluation and Results (CLEAR). Your tasks will include:

**a. Relationship management and Business Development**

- i. Support business development and marketing efforts
  - a. Identify and develop new business with both existing clients as well as new prospects
  - b. Engage in client visits, especially on-ground engagement with the National School of Public Policy (NSPP) on all established activities and new engagements
  - c. Assist in developing content for marketing pieces such as flyers and web pages, particularly through provision of information about new courses
  - d. Participate in promotional and outreach events such as research forums and introductory sessions
- ii. Actively collaborates with peers across teams and geographies to share knowledge, support quality execution, contribute to design and solve problems working to develop capabilities across the development community, especially with the EPoD training team to manage the NSPP relationship forged under BCURE

**b. Develops and delivers course content**

- i. Develops and deploys course curricula and assessment tools for both internal and external training sessions
- ii. Liaises with current and prospective training partners to undertake training needs assessment, then translates client request into a logical and credible training design;
- iii. Adapts and updates training modules to address internal and external client training needs
- iv. Collaborates with internal and external partners, including EPoD, JPAL, IPA, and others, including faculty, to develop or modify course offerings
- v. Ensures delivery and quality of instruction for all training courses

**c. Logistics**

- i. Creates training schedule for both internal and external clients, especially keeping in mind deadlines for all BCURE deliverables
- ii. Communicates logistical needs, including classroom setup, electronic equipment, and other training material to appropriate internal and external partners
- iii. Lead delivery for all training courses and ensure logistical needs for events are met
- iv. Create training schedule for both internal and external clients
- v. Provide input into budget for training events

- vi. Communicate logistical needs, including classroom setup, electronic equipment, and other training material to appropriate internal and external partners

**Salary:** The minimum salary for the Research Associate position is PKR 80,000 per month (all-inclusive). However, the final salary figure will be commensurate with experience and qualifications.

***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](#)
2. Send an email to [careers@cerp.org.pk](mailto:careers@cerp.org.pk) with the subject **“CERP Training Team”**. Please include your cover letter, CV and transcripts

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**[Building Capacity to Use Research Evidence \(BCURE\)](#)** is funded by UK’s Department for International Development (DFID). Launched in 2013, the program invests a total of £16 million in six programs spanning across Sub-Saharan Africa and South Asia over the three years to develop the systems, skills and incentives that support evidence use.

With the shared objective to advance a ‘culture of evidence’ among policy actors, CERP partnered with Evidence for Policy Design (EPoD) at Harvard University’s John F. Kennedy School to implement the BCURE program in Pakistan. CERP and EPoD have been collaborating on several other policy research projects for a significant time period, and enjoy an excellent working partnership.

BCURE’s objective is to create a ‘culture of evidence’ where using evidence to inform policy decisions becomes the norm among a broad set of policy actors. To establish this culture of evidence, it employs a multipronged approach addressing constraints at different levels. Across all the program activities, CERP is building on and expanding its extensive policy networks, which include partnerships with government departments in key development sectors, ties to influential civil society, political, military, and private sector actors, and alliances with capacity building agencies responsible for training current and future policy decision makers. CERP’s key partners in Pakistan include the National School of Public Policy (NSPP), the premier training academy for training of civil servants of all ranks in Pakistan.

The focus of these engagements is on building, adapting, and demonstrating models of successful capacity building engagement for the use of data and research evidence in policy decision making. This involves both working with current and future local scholars to further their technical skills but also pedagogical engagements with policy and civil society actors that not only seek to understand their challenges but also provide them with the frontier knowledge in the field of policy design and evaluation. These engagements are driven by CERP’s belief that an essential means to create the space for empirically driven policy is to build local capacity. Therefore, CERP collaborates with all

the policy partners and engages decision makers not just for production of knowledge and evidence, but also for mainstreaming evidence that can be used to inform policy. This is evident from CERP's engagement with the Punjab Government's Excise and Taxation Department and Skills Development in which researcher-policy maker collaboration has helped improve on policy outcomes through sustained learning and iteration of policies.

***Regional Centers for Learning on Evaluation and Result (CLEAR)*** is a global initiative supported by several donors and coordinated by the World Bank's Independent Evaluation Group. It aims to strengthen the monitoring and evaluation (M&E) and project management (PM) capacities in developing countries to achieve development outcomes. It has regional centres in Anglophone Africa, Francophone Africa, East Asia, Latin America and South Asia. CERP is part of the CLEAR South Asia Regional Center that is hosted by the [Abdul Latif Jameel Poverty Action Lab \(J-PAL\)](#) South Asia. As part of the CLEAR initiative, CERP seeks to build capacity in Pakistan for better monitoring, primary data collection and rigorous evaluation of on-going programs. It works to strengthen existing M&E practices through capacity development, knowledge sharing and advisory services. Its clients include governments, NGOs, civil society organizations, foundations, academic institutions and international development organizations. Since 2011, CERP has trained more than 200 senior, mid-career and young development professionals through multiple trainings, details of which can be found in [our CLEAR brochure](#).