

# Nepal Administrative Staff College

## Civil Servants Incentives Survey and the Subnational Needs Assessment Survey

### Call for Applications

**Position: Research Associate**

#### A. Background

Nepal Administrative Staff College (NASC) in partnership with Georgia State University, the United States of America, the World Bank and UNDP is carrying out two surveys: 'The Civil Servants Incentives Survey' and 'The Subnational Needs Assessment Survey'. These surveys aim to create evidence for the Government of Nepal to assist in implementing a federal system of government. The Civil Servant Incentives Survey will include a sample of approximately 400 civil servants while the Subnational Needs Assessments Survey will cover approximately 115 local governments from seven provinces. For carrying out fieldwork, NASC invites applications for up to 40 Research Associates with the terms of reference described below.

#### B. Key Roles

1. Participate in Civil Servants Incentives Survey and the Subnational Needs Assessment Survey training (4 days) for enumerators.
2. Actively participate in pre-testing and piloting of survey instruments (3 days).
3. Carry out field survey using smart phone based application (30 day fieldwork) in any of the assigned geographical locations in Nepal.
4. Prepare a field survey report and participate in post-survey debriefing workshop (2 days).
5. Arrange logistics and carry out needful field visits.

*(It is expected that each research associate will contribute approximately 35 days of work, but actual days may vary depending upon the provinces of assignment and other considerations).*

#### C. Reporting

The Research Associates will work under close supervision of Technical Team and Supervisors and maintain regular communication with Technical Team and Supervisors.

#### D. Proposed Key Timeline

- Training: 29 October-1 November
- Pretesting and piloting: 2-4 November
- Field work: 15 November-15 December
- Debriefing: 18-20 December

*Note: Field time is subject to change as per context. It is expected that the Research Associates will agree to change in the dates of field work, if NASC decides that due to contextual circumstances.*

## E. Qualification and Experience

1. Thesis year/completed Master degree in social sciences, humanities, management, education, statistics, development studies, or other relevant disciplines/subjects
2. Previous experience on data collection preferred
3. Basic knowledge of research methodology and contemporary issues of governance
4. Ability and commitment to work in challenging field circumstance
5. Knowledge about local culture and language
6. Skill on rapport building and working in a multi-cultural team

## Note:

1. The applicant must have fully functioning android supporting smart phone with minimum 8 GB storage capacity and 7 inch display and 3000 mAh battery
2. We seek to recruit the Research Associates from those belonging to diverse social, cultural backgrounds and geographies.

## F. Required Number

30-40 persons

## G. Remuneration

The Research Associates will receive daily fee, plus approved travel costs and field allowance as per NASC policy.

## H. How to Apply?

1. Send your application with a cover letter and CV via email to [anil.gupta@nasc.org.np](mailto:anil.gupta@nasc.org.np) with CC to [rcsd@nasc.org.np](mailto:rcsd@nasc.org.np).
2. Application Deadline: 25 October 2018
3. Short listed applicants will be called for interview
4. NASC deserves rights to make final decision

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### Contact

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