

**Job Description**  
*Research Associate*

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**TANGO INTERNATIONAL**

**Implementer-led Design,  
Evidence, Analysis and  
Learning (IDEAL) Program**

27 APRIL 2022

## **POSITION TITLE: IDEAL RESEARCH ASSOCIATE**

### **Job Description:**

TANGO is seeking a Research Associate to provide support to the five-year USAID FFP grant funded Implementer-led Design, Evidence, Analysis and Learning (IDEAL) program. [The IDEAL program](#) is a global Leader with Associates (LWA) agreement from USAID's Bureau for Humanitarian Assistance, led by Save the Children.

The Research Associate will reside on the TANGO IDEAL team in Washington, D.C., along with two IDEAL M&E Advisors and two IDEAL M&E Specialists. The Research Associate will be responsible, in close coordination with the IDEAL M&E Advisors and M&E Specialists, to coordinate and work closely with IDEAL stakeholders, specifically BHA implementing partners with an explicit focus on the project management of asynchronous M&E capacity building and training modules. This role will also support and lead IDEAL M&E Peer Communities focused on qualitative M&E and M&E in humanitarian contexts.

This role will require record keeping, data collection, and reporting and will contribute to the preparation for, and participate in, MER related meetings, workshops, trainings, and consultations. The position also will require logistical coordination, note-taking, and official communication packaging (drafting, proof-reading, and formatting) of IDEAL MER products.

### **Responsibilities:**

- Coordinate or contribute to the management of asynchronous learning modules, including writing, synthesizing, editing, and formatting resources for broader distribution;
- Manage and/or support IDEAL peer communities focused on qualitative M&E and M&E in both development and humanitarian contexts;
- Complete proof-reading, technical editing, and formatting of reports and IDEAL MER products;
- Internal IDEAL M&E related data collection, analysis, and/or reporting. This will involve data collection tool design, data storage management (likely Excel or Access), and reporting using FFP reporting templates;
- Up to 25% travel may be required;
- Other duties as assigned.

### **Accountability:**

This position reports directly to the IDEAL MER Advisor and the President of TANGO International. She/he will work directly with all IDEAL staff (across the four consortia) and with other staff of TANGO International.

### **Qualifications:**

The model candidate is intellectually curious, proactive, a self-starter, and works independently. The candidate should work well with colleagues and partners (internal and external) and demonstrate a strong sense of collegiality. The candidate should have the maturity to seek advice when needed, the confidence to make decisions when needed – and experience to know the appropriate time for each. TANGO looks for persons who communicate in a clear and concise manner and adapts their communication for audiences in formal and informal settings. The candidate must have experience and knowledge working with USAID BHA (Previously Food for Peace or OFDA) grantees, and there is a strong preference for an individual with experience working on M&E systems and/or teams for BHA awardees. TANGO is a small organization, and no task is too small for any TANGO staff member, from junior staff through to TANGO partners. All TANGO team members have a 'make it work' mentality, to accomplish goals and ensure high quality technical assistance and research.

### Qualifications:

- Bachelor's degree required, Master's degree preferred, in social science(s)
- 3-5 years' experience in international development or emergency assistance
- Experience working with M&E systems is strongly preferred
- Experience with asynchronous learning platforms is strongly preferred
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients
- Excellent computer proficiency (specifically MS Office and sharing platforms such as Dropbox, Google Suite, and Microsoft Sharepoint)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude, and a sense of humor
- A team member who also can work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices and quality

### **Application Instructions:**

Email a cover letter, CV, and a writing sample to [friely@tangointernational.com](mailto:friely@tangointernational.com) and [Ldeeren@tangointernational.com](mailto:Ldeeren@tangointernational.com)

### **About TANGO International:**

TANGO (Technical Assistance to Non-Governmental Organizations) International provides short- and long-term institutional and technical support to organizations engaged in efforts to alleviate hunger and poverty among vulnerable populations throughout the world. Established in 2000, our clients include United Nations agencies, bilateral organizations, research institutions, national governments and non-governmental organizations (NGOs) in Asia, Africa, the Middle East, Latin America, and the Caribbean. TANGO works in both urban and rural settings in a range of humanitarian and development contexts including protracted crisis, post-disaster, post-conflict, and refugee and internally displaced persons (IDP) settings. Since its inception, TANGO has successfully implemented over 1,400 assignments with over 75 partners in 60 countries.