**TERMS OF REFERENCE**

**RESEARCH ASSOCIATE**

**Project:** Promoting Legislation, Promoting Action to End Child Marriage in Pakistan-Phase II

**Reports to:** Program Director

**Duration:** 10.5 months

**Location:** Islamabad

**Background**

Center of Communication Programs Pakistan (Center) implemented an advocacy project titled “Promoting Legislation Promoting Action Against Child Marriage” from July 2017 to August 2018 under a grant agreement with AmplifyChange. This initiative aimed at creating conditions for legislative reforms and implementation against the practice of child marriage in Pakistan. In this time period, the project successfully engaged policy makers, civil society organizations and non-traditional allies like journalists and religious leaders to push forward advocacy agenda and more importantly to generate supportive discourse against child marriage. Upon completion of first phase of the project, the grant has been extended for another year starting from August 17, 2018 to August 16, 2019. Building upon success of previous year, project will strengthen its all engagements and accelerate the momentum towards materializing legislative or policy reforms to end child marriages in Pakistan.

**Scope of work and Job Description**

Research Associate will be part of project team based at Center office in Islamabad. He/She will support the project in undertaking its research, monitoring and evaluations tasks. He/She will work under technical guidance of Program Director and his/her key job responsibilities include:

* Participation in monthly review meeting and preparation of monthly and quarterly progress report of project and its timely submission to Program Director;
* Participation in all project events and preparation of event reports and write ups for webpage and social media;
* Monitoring of media contents published/broadcasted on issue of child marriage through scanning of available online resources of newspapers and TV channels;
* Maintenance of a database of all identified news stories both on hard form and available online links;
* Data analysis using MS Excel or any other software and presentation of findings on the given report format; and
* Other tasks as assigned by the Program Director or Executive Director.

**Minimum Qualifications**

Following are minimum eligibility qualifications required for a Research Associate:

* Minimum two years of working experience with a development project or organization. Hands on experience of media content monitoring will be an advantage
* Masters or Bachelors preferably in Development Studies, Media Studies or any Social Sciences
* Fluency in both written English and Urdu languages
* Good command on MS Office and data analysis soft wares is essential