
Position Title:	Research Manager
Position Location:	Canberra, Australia; or Makati, Metro Manila, Philippines
Contract Duration:	Project-based contract up to June 2022
Position Type:	Internationally engaged, project-based employee
Estimated Start Date:	1 August 2019
Application Closing Date:	15 June 2019

Overview

Thank you for your interest in this position.

This document includes information on the following:

- Summary of the Investing in Women;
- Introduction to Abt Associates;
- Application process;
- Definition of a Long-Term Adviser (LTA);
- Overview of the compensation and benefits associated with LTA roles;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Please be advised that the mobilisation of this position is subject to approval by the Department of Foreign Affairs and Trade (DFAT).

Investing in Women

Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing to women's economic empowerment in South East Asia.

Established in 2016, Investing in Women tackles one of the most critical social and economic issues of our time: gender inequality. Women's economic empowerment is a fundamental aspect of promoting gender equality and is vital to enhancing business competitiveness, fueling economic growth and essential to building equitable societies.

Investing in Women uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar.

Investing in Women focuses on the following pathways:

- *Workplace Gender Equality* - We partner with influential businesses through business coalitions to drive gender equality by shifting workplace culture and practices and support business to address policy barriers to advancing WGE.
- *Impact Investment for Women's SMEs* – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field.
- *Influencing Gender Norms* – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work.

Investing in Women supports the Sustainable Development Goals (SDGs) 2030 Agenda which recognises that gender equality is not only an essential human right, but a necessary foundation for peaceful, prosperous and sustainable societies.

Further information can be found in the website: www.investinginwomen.asia

Abt Associates – Who We Are

Investing in Women is implemented by Abt Associates Australia — a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. We work with our clients to implement bold, innovative solutions to improve the lives of the community and deliver valued outcomes for our clients.

Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. We provide a comprehensive range of services from policy to service delivery in the public and private sectors, contributing to long term benefits for clients and communities.

Abt Associates has a strong commitment to gender equity, diversity, and inclusion and encourages applications from experienced and capable women, people with a disability, and people from highly diverse backgrounds. Abt Associates has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work with us.

Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

For more information about our company and what we do visit our website at www.abtassociates.com.

Our Values

Mission-Driven.

We are united by our mission to improve the lives of people worldwide.

Global.

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

Committed to Excellence.

We strive to meet and exceed the highest professional standards.

Collaborative.

We know that working collaboratively produces excellence.

Accountable.

We take responsibility for what we do and how we do it.

Balanced.

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Visit the Abt Associates' website (www.abtassociates.com) and navigate to the 'Careers' section.
2. Select Australia / UK Postings, locate the position you are applying for and select 'Job Details'.
3. Click on the 'Apply Online' button and follow the prompts.

It should take between 10-20 minutes for you to complete the online application. Before submitting your application it is recommended that you have the following documentation prepared so that these can be readily uploaded during the application process:

1. An electronic version of your CV in MS Word or PDF format (less than 3MB);
2. A statement addressing the key selection criteria (maximum 3 pages). This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and
4. Details of at least 3 professional referees (preferably your current supervisor and two 2 previous supervisors).

Other Points to Consider

1. If you are successful in being short-listed or are selected for this position you *will be* required to successfully complete a police check, pass global sanctions checks, and meet fit for work requirements (i.e. a medical examination). Additional requirements *may include* psychometric tests and/or work skills tests, validation of professional qualifications and registrations, and any other tests or checks deemed necessary.
2. A performance assessment will be undertaken for all advisers at least annually and upon completion of their appointment. By submitting your application for this role you are consenting to Abt Associates undertaking this assessment and to providing a record of this assessment to DFAT for inclusion in their adviser database.

Abt Associates is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, gender, age or physical ability. We are especially interested in candidates who can contribute to our program's diversity and long-term outcomes.

Abt Associates is responsive to the needs of working families. Job share and flexible work arrangements can be discussed and considered for the preference candidates.

What is a Long Term Adviser?

A Long Term Adviser (LTA) role is considered any appointment that is six (6) months or longer in continuous duration.

Compensation and Benefits – Long Term Adviser

The compensation and benefits associated with this Long-Term Adviser position are outlined below:

1. A monthly *Professional Fee* paid in arrears at the end of each calendar month.
2. Travel insurance and daily allowance for business trips required by Program.

If an adviser is required to relocate from their primary country of residence to undertake this role, where applicable, they will also be entitled to:

3. Return mobilisation and demobilisation flights for the adviser and any nominated accompanying dependants.
4. Reimbursement of rental accommodation costs (inclusive of any applicable local taxation).
5. Monthly Mobility Allowance and Monthly Allowance Supplement, where applicable.
6. A Mobilisation/Demobilisation Allowance to provide reimbursement for appropriate mobilisation and demobilisation expenses, such as shipping.

Lodging Your Application:

All applications should be submitted online through our website at: www.abtassociates.com

Should you experience any difficulties with the submission process, or have any questions about this role then please contact:

Contact Name: Fleur Jackson, Talent Acquisition Administrator

Email: fleur.jackson@abtassoc.com.au

Closing Date: 15 June 2019

Terms of Reference

Position Title:	Research Manager
Reporting To:	MEL Director
Values of Abt Associates:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission-Driven We are united by our mission to improve the lives of people worldwide.</p> <p>Global We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today’s world.</p> <p>Committed to Excellence We strive to meet and exceed the highest professional standards.</p> <p>Collaborative We know that working collaboratively produces excellence.</p> <p>Accountable We take responsibility for what we do and how we do it.</p> <p>Balanced We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
Program Overview:	<p>Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing to women’s economic empowerment in South East Asia.</p> <p>Established in 2016, Investing in Women tackles one of the most critical social and economic issues of our time: gender inequality. Women’s economic empowerment is a fundamental aspect of promoting gender equality and is vital to enhancing business competitiveness, fuelling economic growth and essential to building equitable societies.</p> <p>Investing in Women uses innovative approaches to improve women’s economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women’s economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar.</p> <p>Investing in Women focuses on the following pathways:</p> <ul style="list-style-type: none"> • <i>Workplace Gender Equality</i> - We partner with influential businesses through business coalitions to drive gender equality by shifting workplace culture and practices and

	<p>support business to address policy barriers to advancing WGE.</p> <ul style="list-style-type: none"> • <i>Impact Investment for Women’s SMEs</i> – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field. • <i>Influencing Gender Norms</i> – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work. <p>Investing in Women supports the Sustainable Development Goals (SDGs) 2030 Agenda which recognises that gender equality is not only an essential human right, but a necessary foundation for peaceful, prosperous and sustainable societies.</p> <p>Further information can be found in the website: www.investinginwomen.asia</p> <p>Investing in Women is implemented by Abt Associates Australia — a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development.</p> <p>For more information about our company and what we do visit our website at www.abtassociates.com</p>
<p>Activity Overview:</p>	<p>The role of the MEL team is to:</p> <ol style="list-style-type: none"> 1. draw on external and internal information and data, build the evidence base in the development of Southeast Asia-specific business cases for Workplace Gender Equality (WGE) and investment in Women’s Small and Medium Enterprises (WSMEs), and thereby support advocacy for shifting practices and attitudes related to WGE and women’s economic empowerment. 2. enable accountability to the Australian public and DFAT, specifically reporting on how the funding was invested and what it achieved. 3. support IW management and partners to track progress, learn how/why change is occurring and inform decision-making for continuous improvement. 4. ensure the learnings from an innovative aid investment, which aligns with the ‘new aid paradigm’, serve to inform future DFAT investments. This relates specifically to better understanding how to work effectively with and through the private sector as well as effective strategies to influence social norms in the digital age.

<p>Duty Statement:</p>	<p>The successful applicant will be responsible for identifying, developing and managing research activities and partnerships, focusing on Women’s Economic Empowerment (WEE) in South East Asia under the three IW Outcome Pathways: 1. Workplace Gender Equality (WGE); 2. Impact Investing in Women’s SMEs; and 3. Influencing Gender Norms. She or he will assist with the development of terms of reference, grant agreements, refereeing/quality assurance and possibly also play a role in conducting research.</p> <p>The successful applicant will develop annual research plans and identify and manage partnerships to implement a range of research activities, primarily through local/regional institutions and individuals that have an applied ‘action learning’ focus. The Research Manager will work across the breadth of program activity to support the collation, development and dissemination of research on women in the economies of South East Asia (SEA) and build the business case/s for WGE within the SEA context. He or she will also liaise with Australian Embassies in target countries in the development and implementation of research plans.</p> <p>Complementing IW MEL, they will assist IW teams and partners to make evidence-based decisions by understanding context, synthesising existing knowledge and conducting or commissioning primary research to fill knowledge gaps. This research will support IW’s advocacy agenda across all Outcome Pathways and position IW as a thought-leader.</p>
<p>Key Duties:</p>	<p>The Research Manager will:</p> <ul style="list-style-type: none"> • In consultation with the three Outcome Pathway teams and MEL, map research priorities across the program and develop annual research plans • Work collaboratively across the program with internal and external stakeholders and engage with networks to commission, develop and disseminate research and knowledge products on WEE, WGE and relevant gender norms in SEA • Develop sound work processes for the commissioning and oversight of relevant research partnerships • Develop a database of relevant researchers and contract a panel of experts to provide short-term inputs on the methodology and approaches to ensure quality outcomes • Identify and negotiate research partnerships, with a focus on local/regional institutions and individuals with an applied ‘action learning’ focus

	<ul style="list-style-type: none"> • Manage and support the implementation of these research partnerships and the research plan, budget preparations and contract management • Work collaboratively with research partners throughout the research process and provide overall quality control • Lead on key research activities (such as SNAP surveys) • Support IW partners in their research activities • Undertake or support preparation of literature reviews and identify research gaps in WEE, WGE and shifting relevant gender norms in the SEA landscape • Contribute to the dissemination of research findings • Contribute to building the business case/s for IW and support IW’s advocacy agenda across all Outcome Pathways • Develop and maintain positive relationships with DFAT and other key stakeholders to share Investing in Women learnings and support effective public diplomacy
<p>Core Competencies:</p>	<ul style="list-style-type: none"> • Delivers results • Builds internal and external customer satisfaction and loyalty • Develops people • Communicates • Sets vision and direction • Demonstrates sound financial and business-related practices • Builds teams and cooperation • Promotes technical excellence and quality • Promotes diversity • Acts as a role model <p>Additional Competency:</p> <ul style="list-style-type: none"> • Demonstrates the ability of an agent of change
<p>Key Requirements:</p>	<ul style="list-style-type: none"> • Appropriate tertiary qualifications • Demonstrated knowledge of and experience in managing research partnerships in a cross-cultural environment • Expertise in gender, particularly areas relevant to Women’s Economic Empowerment, with knowledge of and experience in behaviour/gender norm change and gender research in South East Asia an advantage • Experience in applied research with an ‘action learning’ focus • Experience utilising qualitative and quantitative research methodologies is highly desirable • Excellent influencing and negotiation skills, including an ability to deal with people at all levels with credibility, and diplomacy • Demonstrated strong skills in networking, negotiation and communication

	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, and an ability to disseminate research findings to varied audiences • Well-developed networks with relevant research institutions and organisations, researchers and academics, particularly in Indonesia, Philippines and Vietnam will be an advantage
Key Deliverables:	<ul style="list-style-type: none"> • Effective partnership management • Ongoing close collaboration with the three Outcome Pathway teams and MEL • Annual research plans developed in consultation with Outcome Pathway teams and MEL • Implementation of the research plan in partnership with local/regional researchers and/or research institutions • Oversight of research deliverables and outputs • Provide input to IW work plans and progress reports in line with the program’s planning and reporting cycle • Contribute to building the business case/s for WGE • Updated Country Context Papers • Updated Literature Review for Phase 2

Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

- KSC 1.** Appropriate tertiary qualifications, with at least 10 years’ relevant, aggregate work experience
- KSC 2.** Demonstrated knowledge of and experience in managing research partnerships in a cross-cultural environment
- KSC 3.** Experience in applied research, utilising qualitative and/or quantitative research methods, with an ‘action learning’ focus
- KSC 4.** Expertise in gender, particularly areas relevant to Women’s Economic Empowerment, with knowledge of and experience in behaviour/gender norm change and gender research in South East Asia
- KSC 5.** Excellent influencing and negotiation skills, including an ability to deal with people at all levels with credibility, and diplomacy
- KSC 6.** Demonstrated strong skills in networking, negotiation and communication; with well-developed networks with relevant research institutions and organisations, researchers and academics
- KSC 7.** Excellent written and verbal communication skills, and an ability to disseminate research findings to varied audiences

If no response to the above Key Selection Criteria is made, applications will not be considered further.