

Job description

Research Associate

About us

Sambodhi Research and Communications helps create high-impact knowledge and catalyze accountability in the public domain through its project management and monitoring and evaluation solutions. At Sambodhi, we offer objective, evidence-based support to implementers, government, donors and corporates. Over the past decade, we have emerged as a pioneer for developing cutting-edge methodologies for evaluation of large-scale development interventions. With a close-knit team of 100 professionals, we work across South Asia, Southeast Asia and Sub-Saharan Africa. Headquartered at Noida (Delhi National Capital Region), India, we have full service regional offices in Phnom Penh (Cambodia) and Dar-e-Salam (Tanzania). Sambodhi provides services to federal agencies, donors, foundations and corporates, in areas of public health, HIV/AIDS, nutrition, water and sanitation, environment, and renewable energy. We have made valuable contributions in monitoring, learning and evaluation programs and have influenced development policies and improved implementation efficiency.

About the Project

The National Study on Millet Mainstreaming in the Targeted Public Distribution System (TPDS), commissioned by the World Food Programme (WFP), aims to examine the potential of existing channels, such as PM Poshan and PDS, to mainstream the supply and demand for millets in the country. Hence, channels such as the Fair Price Shop Network and the School Meals Programme can also be used to raise awareness of millets' nutritional and environmental benefits among a larger population. The availability of millets in PDS and PM Poshan will further increase familiarity with cereals, influencing and shaping the choices of younger generations in the future.

Job description:

Job Title Research Associate

Job Summary Sambodhi is currently looking to hire Research Associate from campuses across India to provide technical and operational support to our evaluation, research and technical assistance projects across India. The position is based at Sambodhi head office in Delhi-NCR and involves extensive travel. The work-mix includes project execution and field work. This is an exciting and challenging opportunity to contribute to high quality multi-input development programs

Duration 6 months

Essential Functions

An indicative list of activities that you may be involved in as **Research Associate** is as follows:

- Assist in the design and implementation of Qualitative methods, such as Focus Group Discussions (FGDs) and In-Depth Interviews (IDIs), and Semi-Structured Surveys using digital or paper-based tools with relevant stakeholders or community members.
- Monitor fieldwork to ensure accuracy and consistency in data collection across teams and regions.
- Coordinate with field teams to address discrepancies, challenges, and maintain high data integrity.
- Review qualitative survey data for accuracy, completeness, and consistency.
- Transcribe audio recordings of interviews and FGDs with high accuracy.
- Translate transcripts as required, ensuring the preservation of contextual and cultural meaning.
- Conduct thematic analysis of qualitative data using coding frameworks and relevant software (e.g., NVivo, Atlas.ti).
- Generate summary tables, charts, and cross-tabulations to highlight key trends and patterns.
- Support the development of final reports by synthesizing findings, drafting sections, and highlighting actionable insights.
- Assist in the creation of engaging and informative presentation decks for clients, donors, or internal stakeholders.
- Any other activity in congruence with above

The above essential functions are representative of major duties of positions in this job. Specific duties and responsibilities may vary. Other duties may be assigned like the above consistent with the knowledge, skills and abilities required for the job.

Desired profile

Education

Postgraduate degree in Rural Management, Social Sciences, Social Work, Public Policy, Economics, or related discipline

Experience

0-3 years of progressively responsible experience in Social Research & Advisory or Monitoring & Evaluation domains

Personal Competencies

- Knowledge of Research, Evaluation, Data Analysis and related aspects
- Ability to operate effectively in teams
- Excellent written and verbal communication and presentation skills
- Willingness to travel extensively
- High level of involvement, engagement and ownership
- Strong time management skill and ability to prioritize
- Strong interpersonal and negotiation ability.

How to Apply:

Interested candidate, please share your resume at hr@sambodhi.co.in