

Research Assistant on Political Economy Analysis (PEA) on the Governance in the Philippines At The Asia Foundation

Terms of Reference (TOR) RESEARCH ASSISTANT (RA) Political Economy Analysis (PEA) on the Governance in the Philippines

Period of Performance The contractor shall commence work no sooner than March 3, 2025 and shall complete work no later than May 30, 2025.

Background of the Project

Coalitions for Change (CfC) is a partnership program of Australia's Department of Foreign Affairs and Trade (DFAT) and The Asia Foundation in the Philippines. CfC supports the formulation and implementation of key policies consistent with the government's agenda on economic growth, improved governance, and social development.

The program creates spaces for collaboration, strengthening coalitions and networks among civil society, the private sector, the government, academia, and other key stakeholders to bring about transformative change. Working with these motivated groups and individuals, and underpinned with technical and political analysis, CfC successfully delivers reforms that lead to sustainable and inclusive development, improving the lives of Filipinos.

Background of the Assignment

CfC aims to assess the political economy of the Governance sector in the Philippines. The Research Assistant (RA) will provide support in data collection, literature review, stakeholder engagement, and documentation to ensure the smooth implementation of the Political Economy Analysis (PEA). The RA will work closely with the Lead Researcher and Technical Specialist to compile and organize information relevant to the conduct of the PEA.

Scope of Work of the Contractor (Research Assistant)

The Research Assistant shall be responsible for the following tasks:

1. Conduct background research, literature reviews, and data collection on Governance
2. Assist in organizing stakeholder consultations, taking meeting minutes, and documenting key discussions
3. Manage and organize research files, documentations, and databases to ensure accessibility and accuracy
4. Provide logistical and administrative support for research activities, such as meetings and communications
5. Contribute to team discussions and provide input on research methodologies and findings
6. Maintain collaborative relationships with the CfC Governance & Stability team, its network, and

partners.

Qualifications and Experience

The ideal candidate should possess the following qualifications:

- Bachelor's degree in Political Science, Economics, Public Policy, or a related field
- Experience in research, data collection, or policy analysis
- Strong organizational and administrative skills, with attention to detail
- Ability to synthesize and summarize large amounts of information effectively
- Proficiency in Microsoft Office Suite (Word, Excel), Google Suite (Docs, Slides, Sheets), and Canva
- Strong communication and writing skills.
- Experience in stakeholder engagement or event coordination is an advantage
- Ability to work independently and collaboratively within a research team

How to apply

APPLICATION GUIDELINES: **Individual Applicants** must complete and send in their The Asia Foundation Application Form, Employee Biographical Data Form (<https://tinyurl.com/ApplicationReqsTAF>), and sample portfolio (optional).

Applicants may send in the requested documents to consultancyPH@asiafoundation.org before the set deadline.

To keep updated with project-based and consultancy-based career opportunities at The Asia Foundation, you may check out our regularly updated Job Bulletin here: <https://bit.ly/TAFPHJobBulletin>

The Asia Foundation is an equal opportunity employer and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply.

The Asia Foundation has a zero-tolerance policy on sexual exploitation and abuse, sexual harassment, abuse of authority, fraud, bribery, bullying, corruption, and other forms of misrepresentation of the values of the organization.