



Ministry of Economic Development

TERMS OF REFERENCE

CONSULTANCY FOR RESEARCH ANALYSIS IN THE MINISTRY OF ECONOMIC DEVELOPMENT

Description:

The Ministry of Economic Development is one of the key ministries in the Government's administrative set-up. The ministry is mandated to develop and implement all policies related to trade, investments, labour, SMEs, and employment of the country. It is also the regulator of trade and foreign employment and provides both business registration services and expatriate employment services to the public.

Since the ministry plays vital role in translating the Government's trade and investment policies into overall growth, the ministry is building its institutional capacity to formulate evidence-based policymaking sourced from applied analysis and innovation-driven approaches. Hence, Research and Policy Lab has been established in the ministry to provide strategic economic advisory to the cabinet and line ministries through the development of high-quality, analytical knowledge products driven by traditional and non-traditional data. The lab will also supplement the decision-making process of businesses and individuals by providing data and research evidence in an accessible and usable format.

To develop this function and undertake the work of the policy lab, the ministry is seeking the service of a research analyst to work with the ministry's research team.

Roles & Responsibility:

The main responsibilities of the research analyst will be to collect and analyse data which is required to produce economic reports and research papers to ensure that the trade, investment, and labour policies are designed through an evidence-informed decision-making process. Through a consultative and participative process, the task of the analyst include:

- Identify, gather, and analyse data to produce reports, research, and publications
- Coordinate the preparation of periodical analysis and reports
- Conduct research to contribute to policy formulation
- Manage policy lab's database through timely and accurate update of data.
- Coordinate and support database development work



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Qualification:

- Bachelor's degree in Economics, Finance, Business Administration, or any other related field.
- Professional experience in a related field will be an advantage
- Must have strong written and oral communication skills
- Proficiency in using statistical software (R, EViews, STATA, Python) is highly preferred

Duration of Consultancy:

- One year, subject to extension.
- Working hours 0800-1600hrs, weekdays.
- The selected applicant may be required to work outside of the above working hours occasionally during the term of the consultancy.

Remuneration:

- Rf 28,000 per month (inclusive of all benefits)

Recruitment process:

- Applicants interested in providing the services, are required to submit their CV, certificates and other relevant information demonstrating his/her qualification and experience in the area.