



Terms of Reference

Data Specialist

Title:	Data Specialist
Location:	Remote, working closely with colleagues in London, UK and New York, USA
Reports to:	Research & Monitoring Coordinator, Explosive Weapons Monitor
Purpose:	To manage and undertake a data mapping and analysis project for the Explosive Weapons Monitor
Salary/fee:	£4,300 - £5,000 per capita month, or local currency equivalent
Contract:	Nine-month consultancy, with flexible working arrangements of 80-100%
Date:	July 2023 - March 2024

SUMMARY:

The Explosive Weapons Monitor seeks a Data Specialist to undertake a data mapping and analysis project that will strengthen its data collection efforts and contribute to the development of norms and good practices in tracking the full scope of harm to civilians from the use of explosive weapons. This role is ideal for someone with experience building monitoring and reporting systems from the ground up or reviewing or refining existing monitoring and reporting tools, preferably in the context of armed violence.

This project will result in strengthened capacity for the Explosive Weapons Monitor to use either existing or new data sources to identify patterns of harm from the use of explosive weapons around the globe, demonstrate a clear need to mitigate risk to civilians, make recommendations on ways to prevent the harm to civilians caused by the use of explosive weapons, and support efforts to provide necessary and lifesaving assistance to victims and survivors. Project outcomes may also be used to provide guidance to external stakeholders to strengthen global monitoring efforts, including those conducted in line with data collection commitments in the recently adopted political declaration on the use of explosive weapons in populated areas.

ABOUT THE ORGANISATION:

The Explosive Weapons Monitor is a civil society initiative that conducts research and analysis on harms from and practices of explosive weapon use. This research aims to advance the global recognition and understanding of the full impact on civilians of the use of explosive weapons and to strengthen global efforts to monitor the humanitarian consequences of explosive weapon use.

The Explosive Weapons Monitor is an initiative of the International Network on Explosive Weapons (INEW), a partnership of non-governmental organisations calling for action to prevent human suffering from the use of explosive weapons in populated areas. INEW is coordinated by Article 36, a specialist non-profit organisation focused on reducing harm from weapons.

PROJECT OBJECTIVES:

1. Map the current global landscape of data collection and documentation initiatives, across disciplines, on harm to civilians from the use of explosive weapons and seek to understand tracking efforts by civil society, states, and other stakeholders.
2. Identify good practice, commonalities, challenges, and gaps in current global efforts to collect data on and track harm to civilians from the use of explosive weapons as identified during the mapping exercise.
3. Identify ways in which the Explosive Weapons Monitor can diversify its data sources to fill gaps and add value to current efforts to collect data and track harm to civilians from the use of explosive weapons and to increase understanding of this harm.
4. Design an information management system for the Explosive Weapons Monitor that allows for central management of multiple sources of information on harm to civilians from the use of explosive weapons from which regular reporting and analysis can be derived.
5. Provide guidance to the Explosive Weapons Monitor on how diversified data on harm to civilians from explosive weapon use may be analysed to show patterns and trends.
6. Support harmonisation of key terminology and concepts central to monitoring civilian harm from the use of explosive weapons and advancing implementation of the political declaration's commitments.
7. Develop guidance on how states and other stakeholders can build or strengthen good practice in collecting data on and tracking harm to civilians from the use of explosive weapons.
8. Establish a community of practice of stakeholders undertaking research and monitoring of the use and impact of explosive weapons by developing new and strengthening existing systems for collaboration and information sharing.

PROJECT DELIVERABLES:

1. Data project implementation plan
2. Stakeholder engagement workshop
3. Data mapping outcome report
4. Data mapping analysis report
5. Guidance/recommendations for how the Explosive Weapons Monitor can diversify data sources and manage them centrally
6. Information management system and codebook for internal use by the Explosive Weapons Monitor

RESPONSIBILITIES:

In coordination with the Research & Monitor Coordinator, the Data Specialist will undertake the following:

1. Data mapping and analysis (50%)

- Undertake data mapping and analysis in line with established project objectives.
- Deliver agreed project outputs and activities in a timely manner, which may include authoring report content, preparing web materials, developing information management systems, etc.
- Provide guidance to the Explosive Weapons Monitor on ways to strengthen its research and monitoring and develop useful analysis on the patterns of harm to civilians from explosive weapon use.

2. Project management (30%)

- Design and draft a project implementation plan that outlines key elements of the project, including timelines, methods, opportunities for stakeholder engagement, review, etc.
- Manage the full scope of work for this project according to the implementation plan and ensure timely delivery of project outputs and activities.
- Liaise with Explosive Weapons Monitor and Article 36 staff to ensure funds are utilised in accordance with grant obligations.

3. Stakeholder engagement (10%)

- Organise at least one stakeholder engagement workshop with clear objectives for engagement with external partners.
- Establish and maintain positive relations with research staff at other organisations and partners in Explosive Weapons Monitor research projects, including cooperation on joint products.
- Represent the Explosive Weapons Monitor, as appropriate, in the context of this project.

4. Publication coordination (10%)

- Author agreed outputs and prepare content for design and publication.
- Manage the editing, review, design, and sign off of agreed outputs, which may require liaising with external consultants, staff, and partners.

EMPLOYMENT PERIOD:

This is envisaged as a consultancy position and is being recruited on a nine-month contract from July 2023 through March 2024.

APPLICANT PROFILE:

- 5+ years proven experience in quantitative research and analysis, with emphasis on issues around armed violence, weapons or disarmament preferred.

- Experience identifying, building, and interrogating datasets. A proven ability to identify potential policy impacts of data is preferred.
- Experience working with a variety of stakeholders, including civil society, international organisations, and/or academia, and ability to liaise and communicate effectively with colleagues, partners, and other consultants.
- Excellent verbal and written communication skills in English (must be fluent). Other language skills are a significant benefit.
- Excellent time management skills and the ability to work independently and in a self-directed manner to manage multiple time-sensitive priorities.
- Flexibility and adaptability to shifting priorities, changing circumstances and new tasks.

Weapons and armed violence often disproportionately affect marginalised groups who continue to be under-represented in international policymaking; these groups include black people and other people of colour, women, LGBTQ+ people, people with disabilities and people of different faiths and beliefs. Consequently, we are committed to diversifying our team and strongly encourage applications from people who can bring new and different ideas and perspectives to our work.