

Call for project coordinator, financial manager and researchers

Within the project “Data collection, analysis and reports on Ukrainian ” financed by UNHCR Romania, contract no. PFA-ROU-23141-245828-00.

Centrul pentru Studiul Comparat al Migrației hires a project coordinator, a financial manager, a financial assistant, 3 senior researchers, 1 junior researcher, 1 principal investigator

Project activities

WP1. Socio-Economic Insights Survey for Ukrainians (1)

The objective of this assessment is to establish a demographic profile, understand household composition, identify protection needs, and access to education, healthcare, the labour market, as well as the future movement intentions and coping strategies of Ukrainian refugees in Romania. The findings will serve as a resource for relevant actors to better address the needs of Ukrainian refugees.

| Staff member | Key roles |
|-------------------------------|--|
| SEIS UA research coordinator | <ul style="list-style-type: none">-Lead the overall coordination and implementation.-Oversee survey design and methodology development.-Coordinate with UNHCR and stakeholders for survey validation.-Supervise enumerator recruitment, training, and fieldwork.- Review and finalize reports.- Translate the survey. |
| Junior researcher | <ul style="list-style-type: none">-Assist in survey design, translation, and stakeholder coordination.- Support data cleaning and quality checks.- Help organize and document training sessions. |
| Senior researcher | <ul style="list-style-type: none">-Lead the development of the sampling framework.- Design the structure and content of the final report.- Provide insights on ethical and cultural considerations. |
| Principal investigator | <ul style="list-style-type: none">-Validate survey tools and methodology.- Review and contribute to the final report with high-level insights.- Overview the quality checks of data. |
| SEIS BIP research coordinator | <ul style="list-style-type: none">-Ensure that the survey aligns with SEIS BIP objectives.- Provide technical support during the data collection and cleaning phases. |
| Project coordinator | <ul style="list-style-type: none">-Handle logistics, timelines, and deliverable tracking.-Facilitate communication with UNHCR and local partners.- Ensure smooth collaboration across all team members. |
| Enumerators | <ul style="list-style-type: none">-Administer the survey in Ukrainian and/or Russian.- Ensure accuracy and completeness of responses during data collection. |

WP2. Socio-Economic Insights Survey for Beneficiaries of International Protection (1)

The purpose of this assessment will be to map the demographic profile, household composition, protection needs, movement intentions, or coping strategies of beneficiaries of international protection in Romania. This assessment will be used for informing the actors that will further provide support by responding to the needs of beneficiaries of international protection in Romania. CSCM will design the questionnaire and develop a representative sample at the country level in order to collect the necessary data for this assessment. The data collection will be conducted by UNHCR local partners or CSCM, if such a need arises. The sampling will be developed based on the access at the database with the refugees registered in Romania.

This work package is designed to span 12 months (January –December 2025), with planning and preparation activities concentrated in the first 2 months and the core implementation beginning in March 2025. Over a 10-month period, the team will design and validate the survey, develop the methodology and representative sample, translate the survey into key languages, train enumerators, and oversee data collection and quality control. Following this, the collected data will be cleaned, analyzed, and used to produce a comprehensive report assessing the situation of beneficiaries of international protection in Romania, along with a presentation to disseminate findings. The timeline allows for iterative adjustments and coordination with UNHCR and local partners, ensuring high-quality and actionable insights.

This work package will be led by Alexandra Porumbescu, who, based on her expertise and the topics approached, will also contribute to the coordination of the Information Management Working Group (IMWG) and the Academic Network and Scholarship Program. She will be supported by a junior researcher, a principal investigator responsible for advanced data analysis, ensuring alignment with broader project objectives. In addition, the coordinator of SEIS UA will support the work for this WP together with the project coordinator who will be in charge with admin tasks.

| Staff member | Key roles |
|------------------------------|--|
| SEIS BIP coordinator | <ul style="list-style-type: none"> -Lead the overall coordination and implementation. -Develop and update survey tools and methodology. - Liaise with UNHCR and other stakeholders for survey validation. - Supervise enumerator recruitment, training, and fieldwork. - Oversee report preparation and presentation. |
| Junior researcher | <ul style="list-style-type: none"> -Assist in survey design and translation coordination. - Support training material development and training sessions. - Perform initial data cleaning and quality checks. |
| Principal investigator | <ul style="list-style-type: none"> -Validate methodology and data collection instruments. - Conduct advanced data analysis to identify trends and patterns. - Contribute insights and recommendations to the final report. |
| SEIS UA research coordinator | <ul style="list-style-type: none"> -Ensure that the survey aligns with SEIS UA objectives. - Provide technical support during the data collection and cleaning phases. |
| Project coordinator | <ul style="list-style-type: none"> -Handle logistics, timelines, and deliverable tracking. - Facilitate communication with UNHCR and local partners. - Ensure smooth collaboration across all team members. |

| | |
|-------------|--|
| Enumerators | <ul style="list-style-type: none"> - Administer the survey in diverse languages (e.g., Arabic, Pashto/Dari, Urdu, etc.). - Ensure high-quality data collection following established guidelines. |
|-------------|--|

WP3. Coordination of IMWG (monthly) and Network of Academics

Coordinating and representing the national NGO sector in the Romania Information Management Working Group Site Monitoring

CSCM will lead the information management working group to support data analysis and general information management technical capacities to facilitate the coordination of the working group as well as national NGO representation. This activity will last 12 months (January-December 2025)

This work package is designed to span one year. This work package will engage the entire team based on their expertise and the specific topics addressed in each activity. While the project coordinator and the junior researcher will take primary responsibility for coordinating the IMWG, all team members will contribute actively to ensure the effective implementation of different tasks based on the existing needs. For example, the 2 coordinators for SEIS UA and BIP will present monthly updates on the implementation process of the tools. In addition, the 2 coordinators together with the principal investigator will organize workshops that will aim to support the information capacity of the IMWG members. The workshops will be decided based on a survey that will be disseminated among all IMWG members in the first months of implementation (e.g. how to design a survey, how to design a sample, how to analyse data, etc.).

| Staff member | Key roles |
|-----------------------------------|---|
| Project coordinator | <ul style="list-style-type: none"> - Plan and coordinate monthly IMWG meetings. - Lead agenda-setting, moderating discussions, and ensuring actionable follow-ups. - Oversee the updating of the IMWG subscriber database and member engagement. - Organize expert presentations and workshops. |
| Junior researcher | <ul style="list-style-type: none"> - Prepare meeting materials, including summaries and visual aids for presentations. - Assist in conducting surveys and analysing results to identify IMWG needs. - Provide follow-up on action items and ensure dissemination of outcomes. |
| Principal investigator | <ul style="list-style-type: none"> - Ensure workshop content is aligned with best practices and research trends. - Invite external experts and oversee the integration of new members (e.g., students and researchers). - Support strategic discussions on migration-related topics. |
| SEIS UA&BIP research coordinators | <ul style="list-style-type: none"> - Provide monthly updates on SEIS UA and BIP tools and their implementation. - Co-design workshops on data tools and systems based on member feedback. - Share insights from tool usage and |

| | |
|--|---|
| | data systems that enhance IMWG operations |
|--|---|

Network of academics and practitioners

This work package is designed to start on Month2 (February 2025) until month 12 (December 2025). The Network of Academics and practitioners will be designed as collaborative platform where researchers and academic experts work alongside NGOs to share insights, tools, and best practices for evidence-based work in the migration and refugee support sectors. This network will serve as a resource hub and knowledge-sharing forum to improve NGOs' ability to collect, analyse, and utilize data effectively.

This work package will engage the entire team based on their expertise and the specific topics addressed in each activity. While the principal investigator and the junior researcher will take primary responsibility for supporting the development of the Network of Academics, all team members will contribute actively to ensure the effective implementation of tasks. Their involvement will include supporting the preparation and delivery of presentations, providing technical and methodological input, contributing to resource development, and facilitating workshops or forums. This collaborative approach ensures that diverse perspectives and skills are leveraged to achieve the work package's goals, fostering robust coordination, knowledge sharing, and capacity building across NGOs and academic networks.

| Staff member | Key roles |
|-----------------------------------|---|
| Principal investigator | Strategic oversight, workshop quality, and co-research guidance. Approves network structure, leads forums, and ensures academic rigor in training materials. Data analysis, workshop support, and content creation. Technical expertise in data tools and systems. |
| Junior researcher | Data analysis, workshop support, and content creation. Prepares NGO needs assessment, co-facilitates training, and documents outcomes. Promotes network resources, maintains digital library, and ensures knowledge-sharing platforms are user-friendly. |
| Project coordinator | Dissemination, outreach, and resource accessibility. Schedule events, ensure communication flow, and manage resource organization. |
| SEIS UA&BIP research coordinators | Data analysis, workshop support, and content creation. Insights from tool implementation and co-research projects. Present case studies, co-lead tool-focused sessions, and provide NGO mentorship. |

WP4. Coordination of UNHCR Research Scholarships Programme

The UNHCR Research Scholarships Program supports and promotes research on topics related to refugees and asylum seekers in Romania. The program seeks to encourage emerging scholars to

contribute to the body of knowledge in this important field, aligning with the broader mission of the UNHCR to advance understanding and advocacy for refugee and asylum issues.

Program Objectives

- Award Five Research Grants: The program will award five competitive research grants to outstanding students in the final year of their master’s studies or third-year bachelor’s students. The grants will provide selected students with the financial support necessary to conduct focused research on refugee and asylum topics.
- Support a Doctoral Research Project: In addition to the five grants for undergraduate and master’s students, the program also offers a research scholarship to one PhD student whose work centers on refugee or asylum issues and can use the UNHCR data collected from 2023 or 2024 for the thesis. This award is intended to foster advanced research and support doctoral candidates in producing impactful studies in this field.

This work package is designed to last around 7 months (January-July 2025). This work package will benefit from the active involvement of all team members, leveraging their expertise and addressing specific topics relevant to the programme. While the junior researcher will coordinate the scholarship programme with oversight from the project coordinator, the entire team will contribute to various aspects of implementation, including developing selection criteria, reviewing applications, or mentoring scholarship recipients.

| Staff member | Key roles |
|-----------------------------------|--|
| Junior researcher | Manage the application process, including advertising, reviewing, and shortlisting candidates. - Organize orientation sessions for selected scholars. - Provide ongoing support to scholars during research. - Invite external evaluators and coordinate the evaluation committee |
| Principal investigator | - Evaluate research proposals for relevance and rigor together with the evaluation committee. - Mentor doctoral candidates and ensure their work aligns with advanced academic standards. - Support publication efforts for completed research |
| Project coordinator | - Monitor overall progress and ensure alignment with program objectives. - Facilitate communication between UNHCR, selected scholars, and team members. - Assist in finalizing research topics and deliverables. |
| SEIS UA&BIP research coordinators | - Guide scholars on using tools such as SEIS UA and BIP for data collection and analysis. - Present relevant datasets collected by UNHCR in 2023-2024 to support scholars’ research. |

The project coordinator

12 months, labor contract, 8 hours.

The financial manager

12 months, labour contract, 2 hours.

The financial assistant

10 months, copyright.

The principal investigator

12 months, copyright contract

The senior researchers (3)

1. labor contract, 12 months, 8 hours
2. copyright, 12 months,
3. copyright, 2 months

The junior researchers

copyright contract, 7 months.

For more details or sending your CV please write to us on the following email address:

centrulpentrustudiulmigratiei@gmail.com , until 27 of December 2024 or bring it on Minerilor Street, no. 85, room T302, 3rd floor. All the applications will be checked and evaluated based on the experience of the potential researchers. Results will be announced until 31 of December 2024.