



Job Description **WORLD BICYCLE RELIEF®**

Job Title	Research and Evaluation Manager	Country	TBD
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Purpose of the Job: The Evaluation Manager is a dynamic, creative individual with excellent communication skills who works across countries providing high-level quality technical guidance to Programs, M&E, Sales and Product Development team on study design, data analysis, interpretation and reporting, contributing to adaptive management.

World Bicycle Relief is a growing organization with the goal to distribute one million bicycles in five years in Africa, Latin America and South Asia. WBR is dedicated to mobilizing people through The Power of Bicycles. We envision a world where distance no longer prevents access to education, healthcare and economic opportunity. Compared to walking, bicycles increase carrying capacity and accessible travel distance while decreasing the time it takes to commute to and from schools, clinics and markets. Bicycles are simple, sustainable and appropriate technology to bridge the transportation gap between needs and resources, empowering individuals, families and communities.

Since 2005, World Bicycle Relief has grown in size and impact implementing large-scale education, healthcare, and entrepreneurship bicycle programs. With assembly facilities in Colombia, Kenya, Zambia, Zimbabwe, and Malawi, we have trained more than 2,000 field mechanics and provided more than 500,000 specially designed, locally assembled bicycles to healthcare workers, students, entrepreneurs and emergency survivors. WBR has its global headquarters in Chicago, Ill and fundraising offices in the UK, Europe, Australia, Canada and the U.S. Our management team is decentralized with WBR/Buffalo operations in the above countries. For more information see [our website](#).

Reporting Relationship: Reports to Global Director Strategic Information and Innovation based in Cape Town

Job Specifications:

- Masters’ degree in social development, statistics, public health, economics, related discipline (biostatistics/ epidemiology/demography advantageous), data science, or a social science field PhD in progress or completed a bonus
- Minimum 6 years’ experience in international development designing studies and conducting impact evaluation
- Significant experience coordinating pilots, operations/action research projects for social development or the commercial sector with particular emphasis on empirical studies in developing countries
- Knowledge, skills and experience in quantitative and qualitative research, data collection, management and analysis, report writing and editing, and visual presentation of research findings
- Expertise training on study design, analysis and interpretation
- Experience managing staff required
- Demonstrated experience analysing large data sets using a statistical software essential, preferably STATA
- Computer skills and experience using MS Excel, Outlook and Access
- Experience working for a non-profit or research organizations/foundations

Core Competencies:

- Superior data management, analysis and visualization skills
- Familiar with current debates and trends in research and data collection in the development sector
- Excellent written and verbal communications skills in English
- Excellent administration and study/project management skills
- Strong attention to detail and ability to work independently
- Ability to organize, prioritize tasks and meet deadlines
- Dynamism, independence, creativity and leadership
- Good inter-personal skills with an ability to build relationships in a dynamic multicultural environment

Internal/External Relationships: Global Director SI and Innovation, M&E Managers and Program Managers, WBR Country Directors, Buffalo Sales Managers, implementing partner staff, consultants, research firms

Working conditions: Extensive local and international travel to support research and study design and impact evaluation, may be necessary to work extra time outside of normal office hours

Description of Tasks / Key Performance Areas:

Key Areas of Responsibility: Leads implementation of WBR’s research initiatives by designing high level research and evaluation measuring the sustainable impact of the Buffalo Bicycle on mobility. Generates strategic information for evidence-based decision making linked to organizational objectives and key results and to support the global Marketing, Communications and Influencing agenda. This position contributes to: 1) generating data for continuous program quality improvement and results management; 2) building organizational capabilities on research, impact evaluation, operations research and learning; 3) contributing original knowledge to the field of mobility and generating quality data for communication, marketing and advocacy materials.

Generating continuous program quality improvement and results management

- Demonstrates knowledge of the latest methods in program monitoring and evaluation, is also proficient in conducting market research and market analysis.
- Practices utilization-focused evaluation, ensures the highest- level research and pilot design and study management to generate quality outcome and impact data
- Develops protocols for research study design, pilots and impact evaluation including development of data collection tools, methodology, data management and analysis
- Works with the Monitoring and Database Manager to design appropriate data management systems for studies and pilots
- Prepares and oversees research budgets
- Conducts literature reviews and other secondary data searches
- Skilfully packages findings to contribute to adaptive management

Organizational capabilities on research, impact evaluation, operations research and learning

- Provides technical guidance to M&E, Program, Sales and Product staff on the development, implementation and evaluation of pilot projects, operations research, and evaluations.
- Works with Database Manager to integrate ‘self-serve’ analytics into the culture of WBR
- Provides technical guidance to implementing partner organizations on impact evaluation design
- Provides high level technical support and capacity building to M&E Specialists on data analysis

Generates quality data for communication, marketing and influencing materials.

- Conducts high level quantitative data analysis using appropriate and sound statistical tests
- Communicates research results in an engaging, creative way to ensure optimal use and understanding

- Documents research findings and prepares presentations
- Works with Knowledge Management and Communications Specialist to package and disseminate findings for various audiences
- Contributes to the preparation of professional papers, research reports, presentations, articles and proposals
- Provides high level technical support and capacity building to M&E Specialists on report writing and publishing