



Research Assistant - Data and Foresight

ONSITE

MYANMAR

GENERAL INFORMATION

Host Entity:	UNFPA
Country of Assignment:	Myanmar
Duty station:	Yangon
Volunteer type:	National
Volunteer category:	Associate UCoS from Apr2026
Duration benefits:	Long-term
Work location:	On UN premises
Work arrangement:	Full-time
Number of Assignment(s):	1
Expected Start Date:	01/12/2026
Duration:	6 month(s)
Possibility of Extension:	No
Sustainable Development Goal:	3. Good health and well-being
Reserved for people with a disability:	No
DoA ID:	1784888021273127

DETAILS

ORGANISATION MISSION AND OBJECTIVES

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA aims to achieve three transformative results: (1) ending preventable maternal deaths, (2) ending unmet need for family planning, and (3) ending gender-based violence and harmful practices. The work of UNFPA is based on the premise that all human beings are entitled to equal rights and protections. We focus on women and young people because these are groups whose ability to exercise their right to sexual and reproductive health is often compromised.

ASSIGNMENT CONTEXT

UNFPA has a history of more than 40 years in Myanmar. The Data and Foresight function supports UNFPA Myanmar to generate timely evidence, identify emerging trends and risks, strengthen preparedness, and inform program design and strategic decision-making. The Research Assistant provides technical and operational support to the Data and Foresight Analyst in generating reliable, timely, and actionable evidence for program planning, implementation, preparedness, and strategic foresight. The position is full-time with an in-office/flexible working arrangement, combining work from the UNFPA office in Yangon with remote working, field missions, and in-person engagement as required.

TASK DESCRIPTION

Under the direct supervision of the Data and Foresight Analyst, the UN Volunteer will carry out the following tasks:

1. Data Collection and Research Support

- Support the Data and Foresight Analyst in designing and implementing quantitative and qualitative research and data collection activities.
- Conduct desk reviews and compiles relevant primary and

secondary data from UN agencies, NGOs, research institutions, and other credible sources.

- Support the development of research plans, data collection protocols, sampling approaches, fieldwork plans, and data management plans.
- Develop, test, revise, and administer quantitative questionnaires and qualitative research instruments using Kobo Toolbox or similar platforms.
- Translate and adapt questionnaires and research tools into relevant local languages where required.
- Support pilot testing of questionnaires and data collection instruments and incorporate feedback before deployment.
- Coordinate with field teams, partners, and other stakeholders to facilitate or conduct quantitative and qualitative data collection in accordance with approved methodologies and protocols.
- Analyze health financing and calculate value for money calculations based on existing program data.
- Support secure storage and management of collected data in accordance with UNFPA data protection and confidentiality requirements.
- Assist in organizing and coordinating FGDs and KIIs, including scheduling, logistics, participant communication, and documentation as appropriate and under the guidance of the Data and Foresight Analyst.

2. Data Cleaning, Management and Preliminary Analysis

- Conduct data cleaning and quality checks on quantitative and qualitative datasets and identify missing values, duplicates, inconsistencies, outliers, and data-entry errors.
- Maintain clear data dictionaries, coding frameworks, metadata, and documentation.

- Conduct descriptive and exploratory analysis under the guidance of the Data and Foresight Analyst.
- Produce frequency tables, cross-tabulations, summary statistics, charts, and other preliminary analytical outputs.

3. Data Visualization and Dashboard Support

- Support the development and maintenance of data visualizations, dashboards, charts, maps, and other analytical products.
- Use tools such as Microsoft Power BI, Comcare, and other relevant data visualization and reporting platforms.
- Assist in transforming complex datasets into clear and accessible visual products for programming teams and decisionmakers.

4. Coordination and Other Technical Support

- Work closely with the Data and Foresight Analyst and relevant program teams to understand information and research needs.
- Liaise with field teams, implementing partners, research institutions, consultants, enumerators, and other stakeholders as assigned.
- Support literature reviews, environmental scanning, stakeholder consultations, and other research activities for foresight exercises.
- Contribute to the preparation of foresight briefs, trend summaries, presentations, and other analytical outputs.
- Perform other duties as requested by the supervisor or management.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept

of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)

- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

ELIGIBILITY CRITERIA

Age:	18-80
Nationality:	Candidate must be a national, legal resident or hold refugee status in the country of assignment.
Required experience:	1 month(s)

ASSIGNMENT REQUIREMENTS

REQUIRED RELEVANT EXPERIENCE

1 year(s)

SKILLS AND EXPERIENCE

Relevant professional experience in research, data collection, monitoring and evaluation, development programming, humanitarian research, social research, public health research, or a related field.

Demonstrated experience in quantitative and qualitative data collection and practical experience conducting or supporting Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs).

Experience developing questionnaires, interview guides, and other research instruments. Demonstrated experience using Kobo Toolbox or similar digital data collection platforms.

Experience in data cleaning, management, and basic quantitative and/or qualitative analysis and experience with Power BI, Excel, Comcare, Tableau, or similar data visualization and reporting tools is desirable.

Experience working with NGOs, UN agencies, research organizations, government institutions, or development/humanitarian programs would be an advantage.

Experience in Myanmar's humanitarian, development, population, gender, SRHR, or peacebuilding context would be an advantage.

REQUIRED EDUCATION LEVEL

Bachelor's degree in social sciences, development studies, public health, population studies, demography, statistics, economics, data science, information management, international development, or another relevant field.

LANGUAGE

Language	Proficiency	Required
English	Fluent	Yes
Burmese	Fluent	Yes

COMPETENCIES AND VALUES

- ☒ Accountability
- ☒ Adaptability and Flexibility
- ☒ Building Trust
- ☒ Commitment and Motivation
- ☒ Communication
- ☒ Ethics and Values
- ☒ Integrity
- ☒ Planning and Organizing
- ☒ Professionalism
- ☒ Respect for Diversity
- ☒ Self-Management
- ☒ Technological Awareness
- ☒ Working in Teams

AREA(S) OF EXPERTISE

Data science,
information
management,
Artificial Intelligence

Knowledge
management,
research, reporting

OTHER INFORMATION

Volunteerism is understood as a wide range of activities undertaken of free will, for the general public good, for which monetary reward is not the principal motivating factor.

LIVING CONDITIONS AND OTHER REMARKS

Yangon is the busiest and most populous city in Myanmar. Yangon served as the capital of Myanmar until 2006, when the military government relocated the capital to the purpose-built city of Nay Pyi Taw in central Myanmar. With over 7 million people, Yangon is Myanmar's largest city and its most important commercial centre. Yangon boasts of all modern amenities, malls, hotels, cafes and an international/domestic airport. Yangon has reasonably reliable health infrastructure, though most expats prefer to travel to Bangkok (1 hr by flight) for anything serious. The housing market in Yangon for expats is

relatively expensive, but a wide range of options is available.

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INCLUSIVITY STATEMENT

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

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