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**Terms of Reference (ToR)**

**DPU/SLURC FELLOWSHIP: COMMUNICATION AND RESEARCH SUPPORT**

Start: January 2025

Duration: 8 months (with a possibility of a 2-months extension, to be confirmed)

Financial support: £10,000 for 8 months (if extended to 10 months, it would increase to £12,500)

As part of the partnership between The Bartlett Development Planning Unit (DPU), and Sierra Leone Urban Research Centre (SLURC) the Fellowship aims to offer experience and on-the-job-training for graduates from the DPU MSc programmes.

The Fellow will become part of the core staff of the Sierra Leone Urban Research Centre with the title of Communication and Research Support Officer. Under the direct supervision of the centre's directors, the Fellow will produce, deliver and maintain communication management tools including SLURC's website, social media, the quarterly newsletters and other SLURC outputs such as ad-hoc writing support to the directors or report layout,. Furthermore, the person will assist the research team with searching for and reviewing published and/or grey literature on a range of research topics, research methodology planning, data collection and analysis, and output writing such as policy briefs, reports or journals on a range of projects and on different themes.

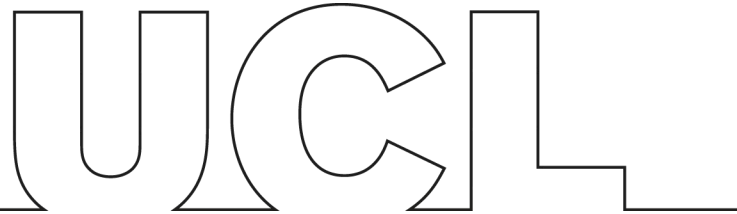
The Fellowship will run for 8 months, with a possible extension of 2 months, starting in January 2025. The fellow will be based in Freetown at the Sierra Leone Urban Research Centre (SLURC) at 17a Hill Cot Road, Freetown.

**ROLES and RESPONSIBILITY**

**The FELLOW is expected to:**

**GENERAL**

- 1) Represent themselves, SLURC and the DPU to the highest standard;
- 2) Work diligently and professionally on all agreed tasks;
- 3) Complete a mid-term working report to be submitted to DPU and SLURC;
- 4) Work with an attitude of mutual learning, reciprocal skills transfer, knowledge sharing and capacity building including delivery of some staff training such as blog writing and general writing, social media engagement, PowerPoint, map creation, interviewing skills or any other relevant skills
- 5) Be respectful of diverse working styles, and work following decisions and indications from line managers (ie SLURC Directors who may delegate some functions)
- 6) Prepare and deliver a number of outputs as listed below;
- 7) Act responsibly with regards to the Fellowship programme: If an applicant chooses to cease the collaboration, and return home, he or she will have to reimburse the funds spent unless this is related to a major health issue. The fellow is responsible for taking out an insurance including repatriation.
- 8) Mentor colleagues as needed to ensure local staff will be able to continue to implement processes, tools and services after the end of the fellowship;
- 9) Support as required different research projects and trainings undertaken by SLURC;
- 10) Participate in weekly team meetings, supervision meetings and other SLURC activities as required;
- 11) Follow UCL's ethical guidelines;



## COMMUNICATION

- 12) Develop quarterly SLURC newsletters collating and editing contributions from SLURC staff and draft some contributions
- 13) Update SLURC communication strategy and design and implement communication management tools for SLURC activities;
- 14) Update and expand the physical and online resource unit encompassing existing urban knowledge in Sierra Leone;
- 15) Contribute to the production of SLURC knowledge outputs including graphic design (InDesign, Illustrator, Autocard software knowledge) and video editing;

## RESEARCH SUPPORT

- 16) Work closely with the research team on a range of projects assisting with literature review, research methods development and activities planning
- 17) Coding and analysis of mainly qualitative but also some quantitative data
- 18) Support the directors and research staff in writing analysis reports, articles and other outputs such as policy briefs or practitioner briefs

### **DPU is expected to:**

- 1) Approve the selection of the participant along with SLURC;
- 2) Support the participant and host organisation remotely;
- 3) Provide feedback on the outputs produced by the Fellow;
- 4) Complete an assessment of program and participant after the working period;
- 5) Deliver the grant to the fellow

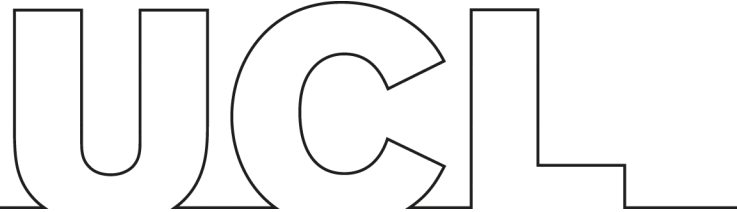
### **SLURC (HOST ORGANIZATION) is expected to:**

- 1) Assist and mentor selected applicant during working periods providing weekly supervision meetings;
- 2) Include the Fellow in office activities (e.g. weekly staff meetings);
- 3) Provide the Fellow with access to all available information needed to accomplish the assignment;
- 4) Support the Fellow in the processes to move and settle in Sierra Leone such as visa, residence permit for the duration of the Fellowship or finding accommodation;
- 5) Assess Fellows while they work and give feedback and guidance when required to improve and enhance their learning.
- 6) Provide advice and guidance around any health and safety measures
- 8) Inform the fellow of all the policy and procedures at SLURC

## FUNDING

DPU through SLURC will support the selected Fellow with £10,000 (or if extended to 10 months an addition £2,500 will be funded by SLURC), covering:

- a. Round-trip travel from participant's home city or UK to the host and any medical requirements (including vaccinations – please check on FCDO website), if applicable
- b. Living allowance to cover housing, meals, transportation to and from work station (SLURC) and incidentals;
- d. Necessary VISA, residence permit, airport security and other fees;



e. Medical insurance. It is a pre-condition to show proof of payment of the insurance before the Fellow is granted the award.

The amount of £10,000 (or if extended to 10 months £12,500) will be transferred to the Fellow's UK bank account in two instalments:

- £5,000 after signing the contract;
- £5,000 after the 4th month
- if extended to 10 months in total, an additional £2,500 will be paid after the 8<sup>th</sup> month

### **ANNUAL LEAVE**

Fellow entitlement for the 8 months period is 18 days paid annual leave excluding bank or public holidays. The SLURC office will be closed for 2 weeks during the Christmas holiday. The non-public holidays during this period will need to be taken out of the 18 days leave allowance. If extended to 10 months, there will be an additional 4 leave days added.

**MAIN DELIVERABLES** - to be submitted to Julian Walker at DPU and Andrea Klingel at SLURC

- 1) Inception report including a Work Plan showing activities and time lines – two weeks after start of fellowship
- 2) Deliverables identified and agreed during the inception phase and scheduled in the inception report
- 3) Final Report: Summarising main outputs and procedures developed in regards to communication, and research, and focus on key issues for sustainability of practices

Apart from these outputs, the Fellow could also develop other set of activities, which could be agreed in due course with the DPU and SLURC team, as well as participate in the activities of the centre as suggested by the supervisors.