

Project Background

An international university, in partnership with NjordFrey, is undertaking a research project, aimed at exploring the social and environmental impacts of cookstove initiatives within Rwandan communities. This study aims to understand the role of community forests and household energy practices in Rwanda, particularly how households source energy/fuel, manage community resources, and respond to external cookstove interventions.

Rwanda's reliance on wood and biomass as primary energy sources has heightened concerns about deforestation and environmental degradation. In response, organisations have introduced improved cookstoves designed to reduce fuelwood usage, promising benefits for both household energy efficiency and forest conservation. However, the effectiveness of these programmes is not fully documented, and adoption rates remain variable.

As a result, the team are interested in the qualitative dynamics of how Rwandan households make decisions about energy sourcing and forest resource use. Key areas of focus include the rules governing community forest access, the availability and types of energy sources for cooking, and strategies households adopt during times of fuel scarcity. The team also aims to evaluate the influence of improved cookstoves on fuel sourcing, especially in rural and peri-urban areas outside Kigali, and explore potential regional variations in practices and perceptions.

This study will involve time in the field to visit villages in different districts around Rwanda to gather diverse insights on community forest usage, decision-making around energy, and the perceived value of cookstove initiatives independent of input from cookstove providers. Researchers aim to ensure the survey is culturally appropriate and sensitive to participants' comfort, recognising that questions related to energy and forest resources may carry social sensitivities.

Data gathered from this research will complement existing quantitative studies, contributing to the final research output and offering a comprehensive view of the role of community forests in Rwandan energy practices. By addressing gaps in current literature, the project aims to inform policy and programme development related to cookstove use, community forest management, and sustainable energy practices in Rwanda.

Following this defined research project, there will be the opportunity for successful candidates to be considered and recommended for other projects within the company.

Roles and Responsibilities for Assistant Project Manager (APM)

To support this project, we require an APM to support the PM in coordinating the project throughout and leading a research team (including an enumerator and university researcher) in the field during survey periods. Responsibilities include:

1. Project Coordination and Communication

- Act as a key point of contact between the International University researchers, NjordFrey partners, local stakeholders, and any additional field team members.
- Facilitate regular updates to ensure all team members are aligned on project objectives, timelines, and deliverables.
- Coordinate meetings with stakeholders, including local district leaders and community contacts, ensuring smooth communication and collaboration.

2. Field Logistics and Planning

- Oversee the planning and execution of field activities, including identifying appropriate village sites for data collection, organising transportation, and managing field equipment.
- Ensure logistical arrangements for the research team's visit to Rwanda, including scheduling site visits outside Kigali in coordination with local partners.
- Coordinate with translators to ensure clear communication during community surveys and meetings with local leaders, emphasising culturally sensitive interactions.

3. Budget Management and Resource Allocation

- Assist in managing project budgets, ensuring funds are allocated efficiently for fieldwork, participant compensation, and logistics, considering the project's limited grant support.
- Track expenses and report on budget use regularly, identifying any potential financial adjustments to accommodate expanded regional sampling, if needed.

4. Data Collection Support and Quality Assurance

- Oversee the work of enumerators and support them in conducting surveys, ensuring data collection aligns with the research goals of examining cookstove impacts, forest management, and energy decision-making.
- Supervise transcription of survey responses, ensuring data quality, consistency, and accuracy, and addressing any discrepancies in a timely manner.
- Implement time-bound data collection strategies, optimising the number of participants within the available timeline (e.g., maximising participant engagement within survey periods).

5. Ethics and Cultural Sensitivity Oversight

- Ensure that all survey protocols follow ethical standards, in line with Institutional Review Board (IRB) requirements, maintaining participant confidentiality and comfort.
- Work with the project team to review and adjust survey questions for cultural appropriateness and sensitivity, avoiding any potential discomfort or social sensitivities for participants.

6. Stakeholder and Community Engagement

- Foster relationships with local leaders, community members, and potential institutional stakeholders to build trust and obtain necessary permissions for field activities.
- Support discussions with district leaders regarding program participation and gather insights on community forest governance and the adoption of cookstove programmes.

7. Reporting and Documentation

- Compile detailed reports on fieldwork progress, challenges encountered, and key insights, providing regular updates to the university partner and NjordFrey members.
- Document all project activities, decisions, and outcomes, ensuring thorough records to support future analysis and quantitative research integration.

Qualifications and Skills

- **Required Qualifications:**
 - Qualifications or significant experience in project management or a related field. Additional certifications in project management are a plus.
 - At least 2-3 years of experience in project coordination, especially in field-based research or community projects.
 - Fluency in English and Kinyarwanda; additional languages are an advantage.
- **Skills:**
 - Excellent organisational and time-management skills, with attention to detail.
 - Proficiency with project management and data collection software.
 - Strong communication and interpersonal skills to interact effectively with diverse stakeholders.
 - Problem-solving mindset, especially when handling logistical challenges in the field.
 - Willingness to travel to different areas within Rwanda during field survey work.
 - Ability to work in potentially varying environments e.g., long days in the field, varied travel terrain, etc.

Application Process

In response to this application, please provide a **CV (2 Page max)**, **Cover Letter** as to why you are best suited for this position, and any recent references.

Applications will be evaluated, where successful candidates will be invited to take part in a face-to-face interview at our office in Kigali, Rwanda.

Successful candidates will also be subject to reference checks, include a criminal record check as part of our safeguarding policy within the company.

Only applications submitted through the online form will be considered valid.

<https://forms.gle/NPhUwt7mpAoJ9q5x9>

We look forward to receiving your application and wish you good luck with the process! As mentioned, successful candidates will also be considered for other projects within the company.