

Consultancy Role: **Guatemala Project Coordinator**

Location: **Guatemala City**

Anticipated Period for which Services are required: 12 month services contract period, working an average of 2 days per week.

Day Rate Range: Dependent on experience: £100 – £180 per day (based on an 8 hour day)

The Behavioural Insights Team (BIT) is looking for a talented independent contractor to support our work with the Government of Guatemala. The work of BIT has been recognised worldwide as pioneering the integration of behavioural science into public policy. We started in the UK as the world's first Behavioural Insights Team working inside government. Now, we support other governments around the world to develop and test their own behavioural interventions to improve the effectiveness and efficiency of public policy.

The successful candidate will receive an induction and have the opportunity to work closely alongside senior BIT staff leading behavioural insights projects in Guatemala. **To apply, you must already be based in Guatemala City and have the legal right to live and work in Guatemala.** This independent role requires flexibility to respond to project demands. It would suit someone with existing employment looking to increase their work hours and upskill in an exciting and rapidly expanding area of public policy.

### **Roles and Responsibilities**

The project coordinator will be responsible for ensuring the smooth and timely implementation of projects by:

- Managing day-to-day relationships with government partners, including serving as a focal point for planning meetings, following up requests for data and other information, and overseeing implementation of projects.
- Communicating effectively between BIT senior staff based in London/New York and government partners.
- Anticipating delays or difficulties in the design and implementation of projects, flagging any emerging issues to BIT senior staff, and providing advice about how to overcome these.
- Providing input into the design of behavioural interventions, especially regarding their appropriateness in the local context.
- If possible, providing analytical support for the design and evaluation of randomised controlled trials implemented by the team.

### **Experience and qualifications**

- A Master's degree in economics, social sciences, public policy, or related fields OR an Undergraduate degree and 3 years of work experience in a related field.
- At least one year of previous experience working in/with government or for an international organisation.
- Excellent English and Spanish language skills (oral and written).

- Demonstrated ability to manage high-level relationships with partner organisations as well as the ability to present positions and to negotiate with senior officials.
- Willingness and ability to travel within the country.
- Proficiency in Microsoft Office (Excel, Word, Power Point).
- (Desirable) Experience designing and analysing randomised controlled trials and experience with STATA.

### **The Behavioural Insights Team**

In 2010 the UK Prime Minister created BIT to apply behavioural science to public policy in the UK. In 2014 we became a social purpose company, owned by the UK Cabinet Office, Nesta (an innovation charity) and our employees.

The Behavioural Insights Team works with governments around the world in almost every area of government policy. Whilst the subject and output of our projects varies considerably, there are common threads: we try to understand the contexts in which people make decisions; we notice small details; we come up with innovative ideas for solving policy problems and we measure everything we do as robustly as we can.

### **Our Work in Guatemala**

The Behavioural Insights Team has a grant to train the governments of four lower-middle income countries in our methodology. Guatemala is one of the countries we are working with.

Our approach to training is 'learning by doing'. Over three years we will collaborate with various government departments to co-design, co-implement and co-evaluate a series of behaviourally-informed public policy innovations in support of social purpose goals. BIT will provide technical assistance through frequent visits and regular communication via Skype and email. Our local field coordinator will keep projects moving while we are off-site.

### **How to Apply**

If you wish to apply for the Project Coordinator role and work alongside a world-leading social purpose company that values: social impact; empiricism and humility; fresh thinking, collaboration; and public service, please send your CV to:

Stewart Kettle, Senior Advisor

[stewart.kettle@bi.team](mailto:stewart.kettle@bi.team)

Monica Wills Silva, Senior Advisor

[monica.willssilva@bi.team](mailto:monica.willssilva@bi.team)

### **Closing date**

Please send your CV and contact details by 15th February 2018 at 12pm GMT.