

Tufts University
Food Aid Quality Review (FAQR) Phase III Option Year I

Position Title: FAQR FACET User Manual Research Assistant

**If interested, please email your resume and cover letter to: lindsey.green@tufts.edu and ye.shen@tufts.edu by July 31st.*

Background:

The United States Agency for International Development's (USAID) Office of Food for Peace (FFP) awarded the *Food Aid Quality Review Phase III Option Year I* contract to Tufts University's Friedman School of Nutrition Science and Policy for the period covering February 1, 2019 to January 31, 2020. The Food Aid Quality Review (FAQR) seeks to provide USAID and its partners with actionable recommendations on ways to improve nutrition among vulnerable people for whom the direct distribution of food aid can make a significant impact.

FAQR Phase III has developed the Food Assistance Cost-Effectiveness Tool (FACET) to support FFP and its partners in making cost-effective decisions around nutrition programming of specialized nutritious foods (SNF). During Option Year I, FAQR will deliver the finalized version of FACET with accompanying materials, and support FFP to sensitize potential users and roll out the tool.

Learn more at:

- <https://foodaidquality.org/focus/cost-effectiveness> (FAQR Cost-Effectiveness Work Stream)
- <https://foodaidquality.org/sites/default/files/uploads/FAQR%20Brief%20FACET%202%20p%2005132019.pdf> (FACET Brief)

Position Overview:

The FAQR FACET User Manual Research Assistant will work closely with the FAQR Cost Specialist/Data Analyst and other relevant FAQR team members to develop a multi-media FACET user manual. The RA's responsibility will be to assist in the development of user manual. This will include:

Responsibilities:

- Under the direction of Cost Specialist/Data Analyst,
 - draft the main text of the user manual based on team-determined outline and demonstration examples
 - develop relevant visualizations and infographics in the user manual
 - draft the script of video tutorials

- Work with Cost Specialist/Data Analyst to gather and address feedback on FACET user manual (emails, meetings and conference calls) from
 - FAQR team members including Senior Cost Consultant, Project Manager, Communications RAs, Principal Investigator (PI), and co-PI
 - Users at USAID/FFP and partner organizations
- Other FACET related tasks, as determined relevant and of interest to the RA.

Position Qualifications:

- Excellent written and verbal communications skills **required**
- Strong analytical skills and ability to create visual representations **required**
- Past experience in tutorial design or user manual writing **required**
- Proficiency with Microsoft Office Suite **required**
- Ability to work independently and meet deadlines **required**
- Proficiency with Adobe Creative Cloud (Photoshop, Illustrator, and/or InDesign) **strongly preferred**
- Exposure to the field of international development or humanitarian assistance **strongly preferred**
- Technical knowledge in international nutrition and/or economic evaluation **strongly preferred**

This is a paid, part-time position to begin immediately. We estimate an average of 10-15 hours a week.

Please contact Ye Shen (ye.shen@tufts.edu) for more information.