

Terms of Reference (TOR) for the Position of Research, Knowledge Translation and MEL Manager, at the Heritage Institute for Policy Studies (HIPS)

1. Background and Purpose

The Heritage Institute for Policy Studies (HIPS) is Somalia's leading independent policy think tank, founded in 2013 and headquartered in Mogadishu. Over thirteen years, HIPS has established itself as the country's foremost evidence-based research institution, with a track record spanning governance, security, climate, and state-building across Somalia's federal and state institutions.

This position serves as a strategic bridge between research, learning, and public communication. The successful candidate will establish the institutional MEL framework, translate and localize policy products between English and Somali, and actively support the research department:

2. Key Responsibilities

A) Monitoring, Evaluation and Learning (MEL)

- **Framework Management:** Design, establish, and manage HIPS' institutional MEL framework, results frameworks, and performance measurement tools.
- **Tracking & Reporting:** Monitor progress against strategic objectives, program outcomes, and donor commitments; produce quarterly and annual performance reports.
- **Institutional Learning:** Lead internal learning exercises and ensure MEL data informs program design and strategic decision-making.
- **Proposal Support:** Help develop proposals by designing theories of change, logical frameworks, and results matrices.

B) Research & Communications Linguist

- **Bilingual Translation:** Translate HIPS research papers, policy briefs, reports, and strategic communications between English and Somali. (Knowledge of Arabic is essential).
- **Terminology Standardization:** Maintain a standardized HIPS Policy and Research Terminology Guide.
- **Knowledge Accessibility:** Adapt technical research into public-facing products (summaries, infographics, and briefing notes).
- **Interpretation Support:** Provide simultaneous or consecutive interpretation during conferences and policy dialogues.

C) Research and Policy Analysis

- **Research Support:** Conduct policy research and contribute to institutional flagship publications.
- **Content Generation:** Author or co-author a minimum of two substantial research papers, policy briefs, or commentaries annually.

D) Institutional Support

- Support donor reporting, maintain archives of MEL/translation outputs, and participate in strategic planning retreats.

3. Requirements & Competencies

Education & Experience

- **Education:** Master's degree in public policy, Development Studies, Political Science, International Relations, M&E, Linguistics, or a related field (or a bachelor's degree with substantial relevant experience).
- **Experience:** Minimum of 5 years of relevant professional experience, with a proven track record in English-Somali translation and designing/managing MEL systems within a research or think-tank environment.

Key Competencies

- **Languages:** Native-level fluency in written and spoken Somali and English. Working knowledge of Arabic is a strong advantage.
- **Technical Skills:** Mastery of MEL methodologies, policy analysis, report writing, and public facilitation.
- **Attributes:** Strong analytical thinking, attention to detail, and the ability to work both independently and collaboratively.

4. Performance Indicators

The candidate's success will be measured by:

1. The HIPS Monitoring, Evaluation, and Learning (MEL) system is fully established and operational by the end of October 2026, supported by an institutional dashboard that consolidates monthly, quarterly, and annual performance data from all departments and units to inform evidence-based planning, reporting, and decision-making.
2. Quality, accuracy, and timeliness of institutional reports and donor updates.
3. High-quality, timely translation of research and policy outputs, in accordance with the annual workplan.
4. Co-production of at least two research papers/briefs annually.

5. What HIPS Offers

Join Somalia's leading independent think tank and play a pivotal role in shaping the country's policy future. HIPS offers a unique opportunity to lead institutional learning, produce influential policy research, translate complex evidence into accessible public knowledge, and engage decision-makers and citizens through high-quality public dialogue and media platforms. Your work will contribute directly to evidence-based policymaking and state-building in Somalia and across the region.

Location and Travel:

Positioned in Mogadishu, the role requires travel throughout Somalia for collaborations, research, MEL and engagements.

Application Process:

Eligible candidates are urged to forward their CV, a detailed cover letter, and two references to info@heritageinstitute.org. Only those shortlisted will be notified for interviews.

Closing Date for the Application: 28th July 2026 at 23:59 East Africa Time.

HIPS is an equal opportunity institution, committed to inclusivity and diversity. We encourage applications from all qualified individuals without bias towards race, religion, gender, or disability.