ACCESS Health International is a technical partner to State Agency for Comprehensive Health Insurance and Integrated Services (State Health Agency of Uttar Pradesh)for implementing the Ayushman Bharat Pradhan Mantri Jan Arogya Yojna (AB-PM-JAY).ACCESS Health is seeking to on board a Research Coordinator to project manage and ensure quality in the Household Survey with the beneficiaries of PM-JAY as part of the Process Evaluation of the PM-JAY Implementation.

Process evaluation of PM-JAY implementation in Uttar Pradesh consists of beneficiary household surveys that are to be conducted under the guidance of the evaluation arm at IIT Madras. This roll-out needs to be supplemented with project management and provision of technical oversight from the end of Access Health International (AHI), the technical partner to SACHIS - the implementing and monitoring agency

**Title**

Research Coordinator

**Location**

Based in Delhi with travel to Uttar Pradesh

**Reports To**

Director Programs

**Scope of Work**

Coordinates and administers research study associated activities. Assists in project planning, and ensures that pre-established work scope, study protocol, and project roll-out requirements are followed as per plan. Recruits and coordinates research subjects, as appropriate, and serves as principle field-level executional liaison for the project. Oversees and coordinates the sourcing of quality services from the investigators; develops and maintains recordkeeping systems and procedures. Ensures quality adherence in the entire data collection and analysis value chain.

**Duties and Responsibilities**:

* To engage with staff across the stakeholders that are involved in the study. This includes the Research agency and IIT-M and state team of ACCESS Health.
* Closely work with IIT-M to finalize the household survey instruments and sampling plan, data analysis and data tabulation plan.
* Provide oversight of the field testing of the instruments to the Research agency and finalization of the instruments and plans.
* Participate (physically/virtually) in the trainings conducted by Research agency to ensure quality assurance.
* Requirement collation, Planning and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures with the Research agency.
* To support existing, or where appropriate develop, effective communication structures, channels and tools to ensure the delivery of project tasks.
* Plans, implements, and maintains data collection and analysis systems in support of respective research protocol; coordinate the collection and analysis of research data.
* Conduct period quality checks during the data collection.
* Ensure the data tabulation plans are provided as per the protocols.
* Recruits, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope.
* Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary point of contact for internal staff and as the principle operational liaison for the study to other research organizations.
* Coordinates the day-to-day activities of any support agency specifically engaged in the carrying out of research protocol, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified program objectives.
* Supervises and coordinates the provision of support services to investigators and researchers.
* Monitors the progress of activities; develops and maintains records of activities, and prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
* Keep the Program Director apprised of all developments on the study, and serve as key link between the field office, project staff, and Principal Investigators. Plans and coordinates for regular steering committee meetings.
* Ensures quality control processes are adhered to throughout the conduct of the data collection phase.
* Responsible for provision of data tabulation to IIT-M

**Deliverables**

1. Household Survey, Data Analysis Plan
2. Quality Assurance Reports
3. Final data analysis table

**Compensation**

A fee of INR 6,000 per day for total 60 working days for six months (Can be mutually increased based on requirements) will be paid to the consultant. All project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **April 15, 2021** to **September 30, 2021** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.