**TECHNICAL PROPOSAL**

Building WV Somalia staff capacity in qualitative data analysis & reporting

**SUBMITTED TO;**

World Vision Somalia

**SUBMITTED BY;**

ANGWENYI REGINA

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**1. INTRODUCTION**

I am an expert qualitative data analyst with significant skill and certification in NVIVO training, based in Kenya and with a degree in statistics. I have had years of experience training NVIVO software at research centers and firms as well as individuals with similar interests.

With reference to this TOR, I am proposing to work as the lead training consultant with the help of carefully selected trainers in the same field, in the realization of WV Somalia’s interest as follows:

**ANGWENYI REGINA (lead training consultant) -** shall oversee the entire training process as detailed in the work plan to its finalization.

**SOLONKA MARIAM (qualitative data analyst)** - will assist in software installation, licensing, online training and assessment of the participants.

**JACK OMOLO (qualitative data analyst)** - will assist in online training and assessment of participants.

**2. OUR UNDERSTANDING OF THE TERMS OF REFERENCE.**

**2.1 INTRODUCTION**

After careful review of the TOR, we understand that WV Somalia’s team, while attending a Lot Quality Assurance Training (LQAS), realized that one of the limitations it experiences in conducting its annual performance monitoring through the LQAS and other survey methodology is;

1. A significant bias to quantitative evidence of performance assessment, with very little qualitative data to support and qualify the statistics being generated from such surveys.
2. WV Somalia also has inadequate staff capacity to analyze and report qualitative information.

Due to this, it seeks an expert qualitative data analyst to train it’s Quality Assurance team in NVIVO

**2.2 TRAINING OBJECTIVES**

The main objective of the training is to enable participants to develop advance skills and independently use NVIVO in qualitative data analysis to generate, analyze, and report qualitative information from primary and secondary data from evaluations and other information sources.

And more specifically;

* to ensure training participants have a clear understanding and interact with qualitative data
* to expose training participants to NVIVO tools and the key features of qualitative data analysis
* to ensure training participants are able to manipulate and analyze data using NVIVO
* to equip training participants with skills to generate descriptive ,interpretive and analytic codes using induction and deduction
* to ensure training participants are able to produce queries and reports in NVIVO
* to ensure training participants are able to import and classify text, multimedia, surveys, webpages and tweet data and extract data using NVIVO
* to generate graphic displays to present findings using models, tables, and networks

**2.3 OUTPUTS**

* Secure licensed group rights for NVIVO software app for training participants
* building capacity of staff to plan, organize, collect, analyze and report qualitative information using innovative virtual workshop facilitation methods that allows practical staff engagement with NVIVO software
* participants should be able to carry out qualitative data analysis processes in assigned practical projects

**3. PROPOSED APPROACH TO TRAINING & METHODOLOGY**

**3.1 Training design**

The mode of teaching delivery due to covid-19 pandemic will be ZOOM. Training will last a total of 9 days with 5 days of online training each taking 3hrs a day.

The 5day Training will be divided into modules, morning (6-9am) & evening (6-9pm) and a trainer assigned to each. Trainees will be able to choose between the two for ease and efficiency of learning.

Software installation shall be done using Team Viewer app, which participants will be required to download and licensing done by the assigned trainer.

**3.2 Target population**

**W**orld vision Somalia Quality Assurance Team training participants.

**3.3 Training data sources**

* **Primary data sources-** previous WV Somalia surveys, interviews and focus groups.
* **Secondary data sources-**  NVivo- based data sets from data repositories

**3.4 Preparation of the qualitative data analyst trainers**

The assistant trainers will be required to have 2+ years of experience training in the same field. The entire team will discuss and agree on the tools to be used and where to source them, together with available online support to be provided, obtain licenses, test for virtual training and lay down a work-plan and training procedure.

* 1. **WORK PLAN&TRAINING PROCEDURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **PERSONELL** | **OBJECTIVE** | **TIME-FRAME** |
| **planning& preparation** | Trainers | * discussing training tools+ available online support to be recommended * agreeing on the training modules allocating trainers to each of them * obtaining participant licenses * testing online virtual training platforms to be used * laying down a training procedure | **1 day** |
| **Software installation& licensing** | trainers | * installation through team viewer app and licensing by assigned trainer |  |
| **TRAINING PROCEDURE** |  | **SCOPE** |  |
| Introduction to qualitative research methods | Participant  trainers | * definition * formulation of qualitative research questions * qualitative interviewing-theory and practice * prelimaries of qualitative data analysis | **1day** |
| Qualitative data management and analysis using NVIVO | Participant,  trainers | * how to download and install Nvivo * creating a new project, workspace&terminologies * importing materials-internals,externals * NVIVO coding process-descriptive, interpretive, analytic * Designing research proposal * Qualitative analysis results and interpretation * Triangulating results and sources * Qualitative research report presentation | **3days** |
| **pretesting of participant acquired skill** | Trained team,  trainers | * Reviewing of previous WVS projects * Incorporation of more qualitative data to support statistics | **1day** |
| **Validation workshop** | trained team,  WV evaluation experts,  trainers | * Presentation of the reviewed work to evaluation experts * Incorporation of evaluation expert inputs | **3days** |
| **Submission of training report** | Trainer,  WV Somalia staff | * Submission of report to WV Somalia | **1day** |
| **Issuing of certificates** | Trainers,  Participants | * Certificates to be issued to trained members after successful completion of the training | **1day** |

**3.6 PRE-TESTING OF PARTICIPANT ACQUIRED SKILL.**

After completion of the training, participants shall revisit previous WV Somalia’s annual performance monitoring and incorporate more qualitative data to support and qualify the statistics that were generated from the surveys.

**3.7 VALIDATION WORKSHOP**

The participants shall then make presentations to the institution’s evaluation and assessment experts for more recommendations & extra input from their end. This will be helpful in setting expectations of the trained team in future projects.

**3.8 DELIVERABLES**

1. Training participants will have licensed software NVIVO12 installed in their laptops valid for at least a year.
2. Training participants have the required competency and skills to use NVIVO and qualitative data analysis software.
3. Issuing of certificates to the training participants.

**PROPOSED BUDGET IN ($)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **UNITS** | **DAYS** | **UNITCOST** | **TOTAL COST** |
| Lead qualitative analyst professional fee | 1 | 9 | 2000 | 18000 |
| Assistant qualitative trainer 1 | 1 | 9 | 1000 | 9000 |
| Assistant qualitative analyst trainer 2 | 1 | 9 | 1000 | 9000 |
| training costs | 3 | 9 | 700 | 2100 |
| Tax on professional fees 5% | 3 |  |  | 1700 |
| licensing | 10 | 365 |  | 2000 |
| certificates | 10 |  | 30 | 300 |
| **TOTAL COSTS** |  |  |  | **42,100** |