

Terms of reference for Data Collectors (Enumerators and Qualitative Research Assistants (QRAs)), [Multiple Positions] (Temporary)

Daring to Shift (D2S) is a project funded by Global Affairs Canada and implemented by Digital Opportunity Trust (DOT) and its local partners. D2S aims to enhance the resilience and economic inclusion of participating unemployed and underemployed youth (between the ages of 18 and 35) and their communities in regions of sub-Saharan Africa and the Middle East. The project works to develop and support the leadership and decision-making power of young women to enable them to thrive and take advantage of economic opportunities despite barriers that they face. The project takes an innovative approach to scaling-up youth empowerment, leadership and social entrepreneurship.

DOT has appointed One South (OS) to undertake multi-country needs assessment (NA), gender analysis (GA) and baseline study (BL) for the D2S project. This exercise will cover the 9 project contexts in which DOT will be operating and expanding (Ghana, Jordan, Kenya, Lebanon, Malawi, Rwanda, Tanzania, Uganda, Zambia).

To this end, One South through DOT and its partners is recruiting data collectors (enumerators and qualitative research assistants (QRAs)) in countries where DOT is operating and expanding. A country-based Research Manager will contact successful candidates for an interview.

The assignment places strong emphasis on youth-led processes and engaging youth in the research. Therefore, a young candidate with experience and knowledge of youth led businesses in the target region is preferred for this position. Previous experience working on issues relating to youth and gender should be highlighted in the application.

Position Summary

Position:	Data collectors (Multiple Positions)
Duration:	Approximately 10 days, inclusive of training and data collection. The exact survey duration and starting date will be confirmed before contract signing
Location:	DOT countries (Ghana, Jordan, Kenya, Lebanon, Malawi, Rwanda, Tanzania, Uganda, Zambia)
Reporting to:	Research Manager
Responsible for:	Data Collection (Quantitative or Qualitative)

Principal duties and responsibilities

1. Possession of a smart phone or tablet for data entry is necessary.
2. Understanding the activities and objectives of the programme and the exercise (needs assessment, gender analysis and baseline study)
3. Familiarizing myself with the primary research instruments as outlined during the Enumerator Training Workshop.
4. Obtaining informed consent by the participant prior to starting interview/survey.
5. Collecting and recording data as accurately as possible and within the established timeframe (including daily targets).
6. Seeking technical assistance from the Research Manager and One South Consultant.
7. Representing Digital Opportunity Trust, One South and project partners in a professional and courteous manner at all times.
8. Diligently following instructions received from the Research Manager and One South Consultant.
9. Handing in assignments on time and complete, and reporting all problems to the consultants.
10. Maintaining your own health and safety.
11. Reviewing and working in line with the Research Ethics & Child Safeguarding Guidelines as outlined during training.
12. Reporting suspected abuse (physical, sexual or mental harm) to the consultants as soon as possible.
13. Enter all data into the mobile data collection software (KoboCollect).

In addition to these responsibilities, the Qualitative Research Assistant will:

1. Actively participate in the research process
2. Conduct interviews/focus group discussions.
3. Pass interviews/focus group discussions audios to transcribers.
4. Write and report the progress and number of transcriptions completed on daily basis (using the debriefing forms provided)

Person Specification

The candidate is expected to have the following qualifications and skills:

- Knowledge and experience of youth entrepreneurship and youth-led business climate in target regions (young researcher strongly preferred)
- University degree in Anthropology, Education, Social Sciences, Economics, Business Administration, Psychology, Development, Humanities, Statistics, or related fields OR Secondary Degree with proven experience collecting and reporting reliable data for development or research projects.
- Experience in data collection, administering questionnaires and conducting interviews, data collection and data entry.
- Prior experience using tablet or other electronic devices in data entering. Prior experience using ODK or KoBoToolbox would be an added advantage.
- Knowledge of the local language of the survey location

- Fluency in speaking and understanding English – spoken and written. Training will be conducted in English
- Good management of time, intellectual curiosity and willingness to work under pressure to meet the required deadline
- Resident of target area

Applications

To apply for the data collector position, please use the following application form:

<https://ee.humanitarianresponse.info/x/byMGSMN3> by **07 August 2021**.