

Terms of Reference (ToR)

Research Assistants (RAs)

RA is responsible for providing support for Project Coordinator/s. The main objective of the Research Assistant's position is to provide technical and field-level support to ensure efficient implementation of project activities. The Research Assistant will help collect, document, and analyze qualitative and quantitative data, engage communities, and assist in preparing project deliverables.

A. Field Research and Community Engagement

- Support in collecting data and information through field surveys including Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), household interviews, site observations, and mapping of project areas
- Support in community mobilization activities in collaboration with local leaders and institutions
- Support in ensuring ethical standards and gender-inclusive approaches during field data collection
- Maintain accurate records of participants, field notes, and observations

B. Stakeholder Coordination and Consultation Support

- Support in district-level consultation workshops involving local government officials, community representatives, and other stakeholders
- Assist in the preparation of workshop materials, presentations, and documentation

C. Data Entry and Management

- Enter data into designated templates or databases (e.g., MS Excel, Google Sheets, KoboToolbox, or similar platforms)
- Ensure accuracy, completeness, and consistency of data collection and entry
- Support basic data analysis and summary preparation as guided by the technical team

D. Reporting and Documentation

- Assist in the preparation of field visit reports, summaries of FGDs and KIIs, and photo documentation.
- Contribute to the drafting of reports, workshop summaries, and other communication materials

E. Other duties as assigned by the supervisor