

SCOPE OF WORK
COLLECTIVE ACTION TO REDUCE GBV (CARE-GBV)
GRADUATE STUDENT CONSULTANCY- INTERVIEW SUPPORT

To Apply:

Submit a cover letter with proposed daily rate and a CV to bnaraghi@developmentpi.com by April 16, 2020. Priority will be given to applications received by date, however we will continue to accept applicants until position has been filled.

Introduction

Collective Action to REduce Gender-Based Violence (CARE-GBV) is a two-year USAID-funded activity under the USAID Analytical Services IV indefinite delivery, indefinite quantity contract implemented by Development Professionals Inc.-Making Cents International LLC, working with DPI, Making Cents, and FHI 360. The goal of CARE-GBV is strengthening USAID’s collective gender-based violence (GBV) prevention and response work, or “collective action,” in development programs globally. CARE-GBV will support USAID to achieve its goals by developing standards that guide effective programming, implementation plans, tools, and training resources, and by supporting vibrant communities of practice. This activity will promote the uptake of actionable knowledge by USAID, partners, and the broader GBV stakeholder community.

Summary of Baseline activity

CARE-GBV will conduct a baseline context analysis to assess factors that can promote more and improved USAID funded programming on GBV. This analysis includes understanding factors relating to knowledge transfer about how to effectively address GBV across sectors and in varying contexts; what promotes needed changes in attitudes, behaviors/practices, and norms relating to GBV and GBV programming among USAID and IP staff; other underlying issues that may affect staff propensity to develop and implement GBV programming, such as those relating to resiliency and secondary trauma; structural issues that influence whether GBV programming is developed and implemented within USAID; and, other perceived needs for support to USAID and implementing partner (IP) staff.

The analysis will engage a representative sample of Washington-based, regional and mission USAID and IP staff through key informant interviews (KIIs); possible focus group discussions (FGDs); and possible online surveys.

Role of Consultant

The Consultant will be responsible for taking detailed notes during KIIs and FGDs with USAID stakeholders and USAID IPs cleaning transcripts of names or other identifying information and support ensuring transcripts and associated documents are stored in appropriate folders.

Interviews will be conducted by CARE-GBV team members. English interviews will include Zoom transcripts that can be used to ensure verbatim notes are produced for each interview.

Consultants will maintain confidentiality, privacy, and contribute to creating a safe environment for interviewees.

Travel is not expected for this engagement.

The consultant will work directly with the CARE-GBV GBV/KM Specialist, as well as various members of the CARE-GBV team. The CARE-GBV Chief of Party (COP) will provide overall management and technical support for the activity.

Tasks

- Complete training in Human Research Protection Training
- Take detailed notes during KIIs and FGDs with various stakeholders to document nuance and subtleties in the topics discussed
- Merge notes with Zoom transcripts to produce as close to verbatim transcripts as possible.
- Clean notes to ensure clarity and comprehension and to remove names or other identifying information.
- Maintain confidentiality and privacy during interviews
- Support ensuring that notes, transcripts, and Zoom downloads are placed in appropriate folders.

Minimum Requirements

- Current graduate student studying international affairs, development, gender, sociology, anthropology, public policy, public health or another related social science
- Minimum 3 yrs. previous experience
- Experience with qualitative research methods
- Experience in notetaking for key informant interviews
- Excellent organization skills
- Knowledge of GBV field, in humanitarian or development settings desirable.
- Fluent in English (Spanish skills desirable)

Preferred Qualifications

- Bachelors, plus 5 yrs. previous experience or
- Masters, plus 3 yrs. experience

Level of Effort:

- Up to 10 days from April 2021 to May 2021

Deliverables

- Cleaned interview transcripts