

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference SVG-HDSD-CS-INDV-3a

1. INTRODUCTION

Under the World Bank funded Human Development Service Delivery Project, the Government of Saint Vincent and the Grenadines (GoSVG) will undertake the Enhanced Country Poverty Assessment (eCPA), a comprehensive study of living conditions. Technical support for the eCPA is also provided by the Caribbean Development Bank (CDB) through the Organization of Eastern Caribbean State (OECS) Commission. The objective of the eCPA is to inform poverty reduction policies, programmes and strategies. The eCPA has the five (5) components of a joint Survey of Living Conditions and Household Budgets (SLC/HBS); a Participatory Poverty Assessment (PPA); an Institutional Assessment (IA); a Macro-Social and Economic Analysis (MSEA); Poverty and Vulnerability Mapping (PVM). The consultancy is concerned with the PPA component of the eCPA.

The PPA uses a case study approach to collect in-depth qualitative data on conditions in poor communities. The data from the PPA help researchers understand the complex multidimensional nature of poverty and vulnerability as well as the context within which residents in poor communities live and make decisions. Data on the PPA complements data collected in other component of the eCPA, such as, the SLC-HBS and the IA. The usefulness of the PPA derives from the extensive data collected from each community and the emphasis on people's ability to analyze their own realities as well as propose solutions which they think are appropriate for addressing their situations. The field work for the PPA is approximately 90 percent complete to date. The GoSVG is thereby undertaking to complete the fieldwork of the PPA and subsequently prepare the relevant report. Accordingly, this consultancy is seeking to procure the services of individual consultants, hereinafter referred to as Field Research Facilitators.

2. OBJECTIVE OF THE CONSULTANCY

To provide technical support to facilitate the completion of the PPA fieldwork as well as provide input for the compilation of the PPA report via the transcription of audio-recorded information.

3. SCOPE OF SERVICES:

A. In collaboration with relevant representatives of the client, the consultant will support and execute Focus Group Discussions (FGDs) and Community Workshops. More specifically, the consultant will undertake the following tasks:

- Prior to FGDs/ Community Workshops:**

- a. Mobilize residents of communities to participate in discussions and/or workshops
- b. Identify and confirm a suitable venue and ensure payment for same is finalized.
- c. In consultation with the Field Research Supervisor, prepare all tools relevant for the discussions.

- For each FGDs/ Community Workshops:

- i. Ensure that the meeting space is prepared to host FGDs/Community Workshops.
- ii. Ensure the registration and the collection of demographic information of participants.
- iii. Ensure tape recorder is functional and record each session.
- iv. Take full and complete notes of the sessions
- v. Take photos of each output, prior to taking photos, ensure all charts are labelled with the minimum information of Community Name, data of Session, type of Session

- Following each FGDs/ Community Workshops:

- i. Prepare and present detailed notes and critical highlights from sessions which will include relevant quotations. Registration form and demographics of participants should be attached.
- ii. Accurately label photos and recording from each session with minimum information: Date, community, gender, venue
- iii. Submit notes, recordings and photographs to the Field Research supervisor within 48 hours of completing a discussion or community workshop.
- iv. Be available for team debriefing sessions to support the analysis of PPA data

B. Transcribe audio recorded session using verbatim transcription.

- i. Capture every word (No paraphrasing)
- ii. Capture non-verbal communication
- iii. Catch fillers and false starts.
- iv. Note external sounds

4. DELIVERABLES

- Report containing the notes describing discussions of each session, inclusive of supporting information such as attendance sheets, photographs, etc.
- Transcription of each sessions

5. CLIENT INPUT

The National Assessment Team, acting on behalf of the Client, shall ensure that:

- a. Training is provided to the Field Research Facilitators prior to the assignment of tasks
- b. A Supervisor is assigned to check the integrity and authenticity of data collected.

6. MINIMUM REQUIRED QUALIFICATIONS

The Field Research Facilitator shall have the following minimum qualifications:

- An associate's degree in a social science
- Experience in qualitative data collection.
- Computer proficiency, particularly in Microsoft Office Suite (word, excel and PowerPoint)

Consultants are expected to possess the following competencies.

- Excellent verbal and written communication and presentation skills
- Results-oriented, creative, confident, self-motivated and responds positively to feedback
- Strong organizational skills & the ability to work to tight deadlines
- Persistence when faced with problems or challenges
- Ability to work independently with minimal direction
- Proven experience in conducting quality audio transcriptions will be an asset

5. CONTRACT DURATION

The expected duration of the consultancy is four weeks.

6. REPORTING

The Field Research Facilitator will report directly to the supervisor of the PPA fieldwork, at least twice per week. Audio recordings are to be submitted to the supervisor within 24 hours of completion of the activity.

