

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference

SVG-HDSD-CS-INDV-3b

Consultancies - CPA enumeration, supervision, & field research:

Field Research Assistant

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 main objective of 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 unfinished fieldwork for the PPA and subsequently prepare the relevant report. Accordingly, this consultancy is seeking to procure the services of individual consultants for the post of Field Research Assistant.

2. OBJECTIVE OF THE CONSULTANCY

To provide support to the Field Research Facilitators, for the completion of the PPA fieldwork and provision input for the accompanying report.

3. SCOPE OF SERVICES

- A. Under the guidance of the Field Research Supervisor, the consultant will support the PPA research team in the process of conducting Focus Group Discussions (FGDs) and Community Workshops (CW). More specifically, the consultant will undertake the following tasks:**

- **Prior to FGDs or CWs (Sessions)**

- i. Be present, at latest, 35 minutes prior to the start of each session
- ii. Assist in mobilisation for the event, ensuring that there is appropriate representation for each FGD or CW.
- iii. Provide support in reviewing the venue and ensuring payment procedures for same are finalised.
- iv. Check-off supplies for the FGDs or CWs
- v. Assist with the preparation of all tools relevant for the session.
- vi. Ascertain the social climate of the community up to 48 hours before the session.

- **For Each Session:**

- i. Assist with relevant preparation of the venue for hosting each session.
- ii. Ensuring that tape recorders are functional
- iii. Assisting with registration and the collection of demographic information
- iv. Assist with the photographing of each output and the labelling of charts with minimum information of: Community Name, data of session and type of session

- **After Each Session:**

- i. Prepare proof of attendance at each PPA session including:
 - a. Signed consent forms
 - b. Registers and sheets with demographic data
 - c. Photos of charts etc. generated during the PRA session
 - d. Audio recording
- ii. Accurately label photos from each session: Date, community, gender, venue.
- iii. Jointly signed off transcript or detailed notes of the proceedings of each PRA session.
- iv. Be available for a full team debriefing session to support the analysis of PRA data.

4. CLIENT INPUT

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

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

5. MINIMUM EXPERIENCE REQUIREMENTS

1. A minimum of 3 CXC/CSEC passes (including English)
2. The consultant should be based within the Community
3. The consultant should not be perceived as a 'community' or 'area leader' (has implications for how the participation rates)
4. The consultant should be comfortable engaging with residents in the community
5. The consultant should be able to command the respect from the residents in the community
6. The consultant should be capable of taking notes and provide a brief reports

5. CONTRACT DURATION

The expected duration of the consultancy is four weeks.

6. DELIVERABLES

The Field Research Assistant will undertake to produce and provide the following:

- a. Proof of attendance at each session including, Attendance Registers
- b. Consent Forms
- c. Photos of charts etc. generated during the PRA session
- d. Well labelled Audio recording