CITIZEN ENGAGEMENT FOR ACCOUNTABILITY ACTIVITY

Research Assistant Short-Term Consultancy Scope of Work

1. Background

The Citizen Engagement for Accountability Activity (CEAA) contributes towards strengthening a culture of political and civic engagement in Zimbabwe by promoting greater and more effective citizen participation in governance processes at multiple levels to improve citizen-driven development. CEAA's broad objectives are to activate citizen agency for accountability; strengthen women's leadership and inclusion; and enhance youth empowerment and positive engagement.

2. Objective of the Scope of Work

CEAA seeks to engage a research assistant to offer support in the evaluation of one of its grantees using the Outcome Harvesting Approach.

3. Statement of Work/Terms of Reference

During the assignment, the research assistant will perform the following duties:

- Assist the CEAA team in documenting and capturing discussions during the Outcome Harvesting Workshops.
- Assist the CEAA team in collecting, verifying, and validating Outcome Harvesting data.
- Assist the CEAA team in administering the Outcome Harvesting Data collection tools.
- Assist the CEAA to clean and analyze the data.
- Assist the CEAA team in writing the Outcome Harvesting Report.
- Follow up with respondents if any issues emerge during the data analysis and reporting.

4. Assignment workstation

The research assistant will work physically at the EWMI Offices and remotely in consultation with the MEL Consultant.

5. Logistical Support

CEAA will provide all necessary and relevant logistical support for the assignment. The support will include a workstation, a laptop, and the use of the office phone when working from the office. The Research Assistant will use personal phone and airtime when working from home.

6. Expected Deliverables

1. Workshop Notes
2. Qualitative data analysis framework
3. Completed Outcome Harvesting data collection tools/worksheets.
4. A draft Outcome Harvesting Report

7. Timelines

The Research Assistant will work between March 4, 2024 and April 19, 2024. The Research Assistant will not be expected to work every day but be available as expected and under instruction from the MEL Consultant.

8. Budget

EWMI will pay the Research Assistant a fixed amount which will be revealed to the successful candidate. Full payment shall be made upon completion of the assignment and submission of an approved invoice. A valid tax clearance certificate is a requirement.

9. Eligibility

EWMI seeks to engage a Research Assistant with the following:

- Experience and working knowledge in research, monitoring, evaluation, and learning.
- Knowledge of, and/or Experience in Outcome Harvesting will be an added advantage.
- Ability to manage, analyze, and work with transcripts and qualitative data sources.
- Experience in writing good quality reports.
- Good organizational skills

10. Reporting

The research assistant will report to the EWMI MEL Consultant.

Interested applicants should submit an Expression of Interest by email to grants_ceaa@ewmi-zw.org by February 27, 2024, indicating their availability for the duration of the assignment.