

SCOPE OF WORK

Position: Research Coordinator

Purpose: Coordination of a research team involved in a national public survey to establish if media are effective in improving transparency and accountability in Kenya.

Duration of Contract: 20 Days

1.0 BACKGROUND

Bridge Africa ADC has been contracted by a leading NGO to undertake a national public survey to establish the effectiveness of media in improving transparency and accountability in Kenya. The research findings will help demonstrate the program's impact and how it has performed against its revised framework. The research endeavors to answer two questions:

- Are the media effective in improving transparency and accountability in Kenya?
- How can citizens capacity to capacity to hold powers to account through media be enhanced?

2.0 OVERALL PURPOSE OF THE TASK

The Media Survey Research Coordinator is responsible for helping to ensure the successful completion of all aspects of the Survey/Research Project. Specifically, the task will require the Research Coordinator to coordinate and administer the media survey and all associated activities. Assists in research planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed. In liaison with the Assistant researcher, recruit and coordinate research team as appropriate, and serves as principle administrative liaison for the survey period. The coordinator will also oversee and coordinate the provision of administrative and logistical services to the research team investigators; develop and maintains recordkeeping systems and procedures for the research/survey.

3.0 SPECIFIC TASKS AND DELIEVRABLES

1. Based on the orientation meeting with the Team Leader, prepare the overall research work plan indicating the key activities, outputs, date line, persons responsible and estimate budget costs.
2. Supervise the effective and efficient implementation of the research workplan ensuring all key research activities are effectively carried out.
3. Prepare where necessary any research study protocol, and the establishment of operating policies and procedures.
4. Supervise Research Assistants in recruitment, data collection, and data entry and hosting including training in processes of data collection and entry as well as in the hiring, disciplinary and termination decisions.
5. Prepare and manage research contracts and sub contracts with members of the research team.
6. Ensures the smooth and efficient day-to-day operation of research and data collection activities;
7. Act as the primary administrative point of contact for internal research staff and as the principle operational liaison for other research external partners.
8. Supervise and coordinate the provision of support services to investigators and researchers.

9. Prepare for approval and implementation, the detailed budget of the research project.
10. Procure and supervise custody of all research materials and equipment.
11. Proof read and analyze draft reports.

4.0 Deliverables

1. Research workplan
2. Budget for research exercise
3. Contracts of research team members
4. Roster of research team and field work plan
5. ODK data capture equipment (mobile phones)
6. ODK server
7. Record of debrief meetings

5.0 PREFERRED QUALIFICATIONS

The successful candidate/s should possess the following characteristics:

- Fluency in written and spoken English and Swahili.
- Minimum of a Post Graduate Degree in Communications, Political Science, Arts, Law or Development Studies
- At least 5 years experience working in the field of research, management,
- Willingness and ability to spend extensive periods of time (at least 70% of contract, to include weekends and evenings) in remote areas.
- Proven record of successful leadership of research teams from a diverse array of backgrounds,
- Demonstrable experience conducting and analyzing field research and managing a local research team;
- In-depth understanding of the social, institutional, and political environment in Kenya
- Knowledge of computer programs in MS Office as well as research and statistical packages

Applications for this position will be closed on May 10, 2015.