

General Call: Short Consultancy in Support of Research Project

Task Description

The International Cooperative Research Group (ICRG), a division of the U.S. Overseas Cooperative Development Council (OCDC), seeks short-term, survey research interviewers for an anticipated activity providing survey interview/data entry support on a study regarding resilience among international cooperatives during COVID-19.

The ICRG intends to engage with one or more research consultants to work on a short-term contract to support the data collection process for this resilience study. The work will entail possibly working outside “normal” working hours (depending on location) as the respondents to the survey will be in Sub-Saharan Africa.

The data collection instruments and the respondent sample have been identified by ICRG.

Areas of technical assistance required by ICRG include:

- Conduct survey interviews for data collection (remote)
- Data entry in Excel

The research interviewers may be called upon for the tasks outlined below or related activities as dictated by contract needs:

- Carry out survey interviews via WhatsApp with English-speaking participants who are located in sub-Saharan Africa
- Record responses
- Enter response data into Excel
- Communicate progress regularly through email and/or remote check-ins with ICRG

Qualifications

Academic Qualifications

- Must have a Bachelor’s degree and at least 3 years of relevant professional experience.
- Social science or other discipline that encompasses survey research methods preferred

Experience and Skills

- Experience in the field of international development, working in cross-cultural environments (specific experience working in sub-Saharan Africa is a plus)
- Experience in data collection, conducting research surveys, and familiarity with Excel.
- Excellent and reliable communication skills; ability to communicate with diverse audiences, and to express concisely and clearly ideas and concepts
- Working knowledge of sub-Saharan Africa (culture and language) is preferable.

Performance Period

The below table outlines the anticipated period of performance. LOE is based on the expected work required per interviewer. We may engage one or more interviewers to carry out the tasks, at our discretion, which could potentially reduce the amount of LOE per interviewer.

Deliverable/Task	Timeline	Level of Effort (hours)
Study and survey tool training w/ICRG	November 15-19, 2021	3
Survey administration	November 29— December 10, 2021	10
Data entry	November 29— December 17, 2021	12
	TOTAL	25

This call closes on **Nov.1, 2021**. Applications will be reviewed on an as-needed basis, however, and we reserve the right to close the call prior to the stated deadline should we fill the position sooner. Interested candidates should submit the following to mfitzgerald@ocdc.coop at their earliest convenience:

- Letter of interest describing overall experience in the field of the outlined tasks and interest in the current assignment.
- Any specific experience in similar assignments
- Consultant's CV

About the Organization

OCDC is an association comprised of cooperative development organizations committed to building a more prosperous world through co-operatives. The ICRG is a division of OCDC

that conducts original, collaborative, academically rigorous research that bridges the gap between theory and practice. Disseminating data-driven results, ICRG aims to increase the impact of cooperative development as well as its uptake to foster inclusive growth in countries where its members work.