



TERMS OF REFERENCE (TOR) DATA COLLECTION WORK FOR ROOM TO READ'S LSEP PROJECT EVALUATION (CAMBODIA)

TOR release date: **August 31st, 2022**

Last date of application: **September 23rd, 2022, 5:00 PM ICT**

Project name: Life Skills for Equality Project (Cambodia)

Place of study: Banteay Meanchey Province, Cambodia

Anticipated type of award: Fixed Price Contract

The anticipated term of engagement: around 3 weeks

Position advertised

Enumerators: 3

Team Leader: 1

SUMMARY

Room to Read (RtR) is seeking excellent Khmer-and English-speaking enumerators and a team leader for a qualitative study under Room to Read's Life Skills for Equality (LSEP) project. The objective of the LSEP project is to support boys to develop the skills to succeed in school and beyond, and to challenge the harmful gender norms that limit them, and their female peers, from reaching their full potential. This project is being implemented across 4 schools in Banteay Meanchey Province, Cambodia. **Room to Read Cambodia is hiring experienced male and female enumerators and a team leader to conduct focus group discussions and Key Informant Interviews with students, teachers, and facilitators, and Room to Read staff, across all 4 schools.**

Questions regarding this ToR should be sent to Tonin.soeun@roomtoread.org with the subject title: "QUESTIONS – Room to Read LSEP Project Evaluation TOR". Answers will be emailed directly.

ABOUT ROOM TO READ

Room to Read (RTR) is a global non-profit that runs education programs throughout Asia and Africa. Room to Read is creating a world free from illiteracy and gender inequality by helping children in historically low-income communities by developing literacy skills and a habit of reading, and by supporting girls as they build skills to succeed in school and negotiate key life decisions. We collaborate with governments and other partner organizations to deliver positive outcomes for children at scale. Room to Read is now piloting the Life Skills for Equality Project (LSEP), a gender-transformative boys' engagement program in rural Cambodia. The lessons from this pilot will be used to shape the Girl's Education & Gender Equality program globally. Learn more at <https://www.RoomtoRead.org/>.

To generate the lessons from this pilot project, Room to Read, together with IDinsight, is conducting a qualitative study in pilot schools in the Banteay Meanchey Province of Cambodia. For this qualitative study, RTR is seeking dynamic individuals who are passionate about making a difference, possess exceptional data collection and interviewing



skills, and have a passion for generating evidence to improve social impact to fill the following positions.

POSITION REQUIREMENT

Enumerators - 3 enumerators are required with the qualification mentioned below for around 3 weeks of engagement. Enumerators will collect data in each of the four schools in Banteay Meanchey Province, Cambodia

Team Leader - 1 team leader is required for around 3 weeks of engagement. The team leader will oversee and manage the qualitative data collection work in Banteay Meanchey Province, Cambodia.

SAMPLE SIZE

In total there will be 10 Focus Group Discussions (FGDs) and 27 Key Informant Interviews (KIIs) with selected stakeholders. The table below provides information about the sample size needed for this data collection.

School	District	Study Sample			Program team
		FGD	KII with students	KII with teachers & facilitators	
Chub Vary High School	Mongkol Borey	3 (1 boys + 1 Mixed + 1 Girls)	4 students (2 boys + 2 girls)	2	1 Program officer
Preah Net Preah Lower Secondary School	Mongkol Borey	2 (1 boys + 1 Girls)	4 students (2 boys + 2 girls)	3	
O Snugot Lower Secondary School	Preah Net Preah	2 (1 boys + 1 Girls)	4 students (2 boys + 2 girls)	3	
Raung Kor High School	Preah Net Preah	3 (1 boys + 1 Mixed + 1 Girls)	4 students (2 boys + 2 girls)	2	
Total Sample		10 FGDs	16 Students	10 Teachers & Facilitators	1 RTR Staff
Est. Duration Per administration		1 hr. Per FGD	45 Mins Per KII	60 Mins per KII	60 Mins per KII

SCOPE OF WORK

Enumerators

The Enumerator will work closely with Room to Read RME and IDinsight teams to fulfil the following responsibilities:

- Participate in the training sessions.
- Moderate/facilitate key informant interviews and focus group discussions with study respondents.
- Complete scheduled activities each day promptly, clearly communicating how many interviews have been scheduled and completed so the team leader can monitor progress.



- Participate in the debriefing sessions in the afternoon of the data collection.
- Demonstrate high integrity and understanding during interactions with respondents.
- Strictly follow the study and ethical protocols.
- Take notes during interviews and review notes as s/he score and record the data to ensure data integrity is maintained and minimize errors during data collection.
- Fill in the interview trackers at the end of each day.
- Transcribe the recorded FGD and KII data at the end of each day.
- Maintain regular communication with the Field Team Lead, Room to Read Cambodia staff, IDinsight Associate, and/or any assigned supervisor to report any observations and problems.
- Complete other tasks as needed by the Room to Read RME team or IDinsight Associate.

Enumerators must be open for full-time availability in Banteay Meanchey Province, Cambodia (~eight hours per day), fixed-term contract (the assignment will be in October 2022). Final candidates will be required to attend training at the beginning of October.

Team Leader

Apart from the scope of work mentioned for the enumerators, the team leader's responsibility also includes;

- Oversee all data collection activities including management of enumerators.
- Act as a liaison between Field Team (enumerators, translators, etc.) and Room to Read/IDinsight staff during enumerator training and data collection.
- Moderate/facilitate key informant interviews and focus group discussions with study respondents.
- Complete scheduled activities each day promptly, clearly communicating how many interviews have been scheduled and completed so the team manager can monitor progress.
- Manage and ensure the quality of transcription of the recorded FGD and KII data at the end of each day.
- Ensure that each recorded FGD and KIIs are transcribed at the end of each day.
- Maintain regular communication with the Room to Read Cambodia staff, IDinsight Associate, and/or any assigned supervisor to report any observations and problems.
- Any other tasks that may be assigned by the Room to Read RME team or IDinsight Associate.

REPORTING

Enumerators will report to the team leader, Room to Read RME team members, and IDinsight associates. Similarly, team leaders will report to IDinsight associates and RTR RME team members.

QUALIFICATIONS & SKILLS

Required:

Enumerators



- The individuals must possess excellent oral and written communication skills in Khmer and be a good communicator – face-to-face, over the telephone/virtually, and using written media.
- Individuals with excellent oral and written communication skills in English would be a plus.
- Proven experience and skills in qualitative research work. Training in data collection and/or research methods is an added advantage.
- Experience in conducting interviews and focus group discussions with varied audiences (adults, minors).
- Prior experience working in the education sector with adolescent boys and girls would be a plus.
- Demonstrated proficiency in computer applications such as Zoom, Google applications, word processing, spreadsheets, email, and internet utilization.
- Highly organized, attentive to deadlines, detail-oriented, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Excellent interpersonal skills and can effectively engage with stakeholders ranging from school children to school teachers to internal colleagues and places a high value on being a team player.
- Demonstrated ability to be a self-starter and fast learner; resourceful and resilient in the face of challenges.
- Intellectually curious and a willingness to share your opinions with the team and encourage others to expand their perspectives.
- Have access to a laptop and a phone with reliable internet connectivity where they live.
- Be at least 18 years of age and have work authorization in Cambodia.
- Minimum completed bachelor's degree in a relevant field.
- Must never have been convicted of any offense related to the exploitation or abuse of a child.
- Must be able and willing to work in Banteay Meanchey Province for a fixed period.

Team Leader

Apart from the qualifications and skills mentioned above, a team leader must also possess;

- Must have experience in managing and supervising the data collection process
- Excellent spoken and written English & Khmer language
- Proven experience and skills in qualitative research work. Training in data collection and/or research methods is an added advantage.
- Experience in conducting interviews and focus group discussions with varied audiences (adults, minors).

LOCATION

Fieldwork will be conducted in Mongkol Borey District and Preah Net Preah District in Banteay Meanchey Province, Cambodia.

COMPENSATION

- Both the enumerators and the team leader will receive the insurance from National Social Security Fund (for working hours), and Room to Read will purchase accidental insurance from any company to cover the non-working hours during the whole mission.



- Each enumerator will receive a package allowance of 100\$ per day (including phone calls, in-city travel, meals, and accommodation)
- A team leader will receive a package allowance 130\$ per day (including phone calls, in-city travel, meals, and accommodation)

Note: The distance travel arrangements (from Phnom Penh to Banteay Meanchey and back, and for the field works), and the tax payment for the above allowance fee will be provided by Room to Read.

TIMELINE

Interested candidates should be available in **October 2022, 9th to the 26th**. The expected engagement for enumerators and the team leader is for **18 days**.

TO APPLY

To apply, please email your detailed CV with relevant experience to Cambodia@roomtoread.org

Applications will be reviewed on a rolling basis followed by a small interview in the week of 3rd October 2022. **Applications will close on September 23rd, 2022.**

Room Read is an equal employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Room Read is a child-safe organization; personnel is expected to adhere to Room Read's Child Protection Policy and Child Protection Code of Conduct.

Only shortlisted will be contacted interview.

NOTE

The above statements are intended to describe the general nature and level of work being performed by an enumerator and the team leader. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary.