

Consumer Unity and Trust Society (CUTS) is a leading think-tank working on economic and public policy issues, based in Jaipur. CUTS is a regional partner under the programme Transboundary Rivers of South Asia (TROSA).

Please refer link for more information <https://cuts-international.org/>

TROSA Phase-2: Rivers, Rights and Resilience (T2:3R), funded by SIDA, works to support climate-resilient livelihoods for vulnerable natural-resource-dependent communities in the Ganges, Brahmaputra and Meghna (GBM) basins, improve management of transboundary river ecosystems, and scale up efforts to empower and increase participation of women, youth and Indigenous People in water governance across the basins, as well as strengthen institutions for cooperation on governance of shared water resources. The program works in strategically selected transboundary sub-basins within the GBM river basin system, across Bangladesh, India, and Nepal.

The overall goal and outcomes of TROSA Phase-2 are as follows:

Overall Goal: Improved cooperation in governing shared water resources, strengthening resilience to climate change of riparian communities in the transboundary Ganges-Brahmaputra-Meghna River basins.

1. Outcome 1: Strengthened climate-resilient livelihoods of communities living in the transboundary GBM river basins
2. Outcome 2: Improved and inclusive management of transboundary river ecosystems and protection of biodiversity across the GBM river basins
3. Outcome 3: Strengthened leadership of civil society, especially women, Indigenous People, and youth to influence government and private sector on water governance across and between the transboundary GBM basins
4. Outcome 4: Strengthened cooperation, collaboration and accountability across and between the transboundary GBM river basins

JOB CODE: CUTS85CONSULTANT

VACANCY: Consultant/Agencies (Qualitative Data Collection) For TROSA Phase-2 project

JOB PROFILE

The TROSA Phase-2 Baseline is aimed at providing a clear understanding of the initial situation in each basin, including the situation in relation to the impact level and the four outcomes. This information is then used to guide the implementation of activities in each basin.

We are currently recruiting consultants/agencies to support with qualitative data collection (FGDs and KIIs (if required)).

Methodology

The qualitative baseline approach utilizes FGDs with programme targeted community members to explore the current situation in relation to the four outcomes of TROSA Phase-2 programme at each basin level.

Table 1: Sample size per basin

| Basin | Country | Sub-basin | FGD |
|-------------|---------|-----------------|-----|
| Ganges | India | Sharda | 8 |
| Brahmaputra | India | Saralbhangha | 4 |
| | | Jinjiram | 4 |
| | | Teesta | 4 |
| Meghna | India | Barak-Surma | 4 |
| | | Barak-Kushiyara | 4 |

The above table demonstrates the proposed FGD sampling by country, basin and sub-basin. The sampling for India is TBD as soon as possible with expected around a total of 30 FGDs. A more detailed sampling overview will be shared at a later point in time. Oxfam and partners will support the consultant/agency with access to target respondents.

The consultant/agency will be responsible for ensuring that quality FGDs are conducted using the designed tools by Oxfam, record the verbatim transcription in writing (Word), and translate the verbatim transcription into English. Furthermore, the consultant is responsible for managing the overall data collection process, including the training of local interviewers/FGD facilitators if necessary. *The data collection tools are already designed. The consultant is responsible to translate the designed tools into local languages.*

Research Timeline

The exact timing of data collection is still to be discussed. Tentative timeline is 75 days as follows.

| Activity | Estimated date | Person in charge |
|--|--|--------------------------|
| Selection and administration | 7-11 August | CUTS/Oxfam |
| Kick-off, Inception report/data collection plan | 14-18 August | Oxfam, Consultant/agency |
| Training of Trainers | 20-22 August | Oxfam |
| Interviewers/FGD facilitators training (if needed) | 23-24 August | Consultant/agency |
| Data collection | Two weeks in the period 25 August – 20 September | Consultant/agency |

| Activity | Estimated date | Person in charge |
|---|--|-------------------|
| Monitoring data collection progress; transcription; translation | Two weeks in the period 25 August – 20 September | Consultant |
| Data collection report with key learning from the field. | 25 September 2023 | Consultant/agency |

CONSULTANT DESCRIPTION

CUTS International and Oxfam seek a consultant/ agency to conduct qualitative data collection. The interested parties are expected to demonstrate their ability to provide a competent and professional staff, maintain the highest standards of privacy and research ethics, and provide regular quality control and supervision.

Consultants/Agencies may apply to collect data from all the three basins namely; Ganges, Brahmaputra and Meghna (see methodology).

A. Consultant/Agency Requirement

The consultant/agency must have a strong record in conducting qualitative research, especially qualitative research applied on social sciences with local communities. The consultant/agency should have the following skills and competencies:

1. Knowledge of research methods, including qualitative data collection (required)
2. Experience designing a research implementation process and ensuring quality data collection (required)
3. Reliable and consistent access to sufficient research materials, including for example laptops and/or recording devices (required)
4. Excellent in written communication and presentation skills in English (required)
5. Experience to maintain data security for research purpose and ensuring data protection requirement is in place (required)
6. Experience to maintain safeguarding protocol during data collection process in a proper manner (required)
7. An existing data management and confidentiality policy for all staff involved in data collection, management and supervisors (required)
8. Interviewers/FGD facilitators have a minimum of two years of experience related to qualitative data collection (required)
9. Supervisors have a minimum of five years of experience (required)
10. Team should have gender balance.
11. Experience in conducting qualitative data collection through directly typing in the responses (desired)
12. Experience with remote data collection (phone or video-based interviews) (desired)
13. Experience in dealing with translation issues during remote field research (required)

B. Consultant/ agency Deliverables

1. Collaborate in research design tools, sampling plan, implementation plan, training materials for interviewers/FGD facilitators, data security plan and execution and compilation in one brief inception report before start data collection process.
2. The consultant/agency will be responsible for ensuring that the full sample is collected and submitted to Link Unit, Oxfam Novib, including the recordings and verbatim transcripts (translated into English), on-time.
3. Data collection report with key learning from the field related to data collection.

C. Proposal Submission

Interested consultants/ agencies that meet the requirements as described above, should submit their proposal (max. 7 pages) including the proposed methodology (methods, budget, and plan) that explains:

1. A capacity statement describing experience in conducting the necessary data collection and processing of data, as well as evidence of the required skillset and demonstrated experience conducting research in workplace settings.
2. A detailed budget in INR and USD and workplan.
3. CVs of key personnel who will be engaged in the data collection. Data collection firms/organizations must also submit an institutional capacity statement.
4. Brief paragraph summaries of 3-4 examples of similar data collection work conducted within the past two (2) years. The summaries should include descriptions of the past efforts, covering the research topic, the scale of data collection, the methods used, field strategy, data management approach, quality control systems, etc.
5. 2-3 references that can be contacted regarding the quality of the Consultant firms' work.

Submissions which do not address all of the items listed in this document will not be considered.

TO APPLY

Interest parties should send their resumes to hrd1@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code and items listed above documents will not be considered.

Application should be submitted with the information to by the COB August04, 2023.