

Helen Keller International Scope of Work

Consultant - Research Associate

Position: Consultant - Research Associate

Required number: 2

Duration: 88 days (Spanning over a period of 5 months, June – October)

Reports to: Research Officer

Project: Multiple Micronutrient Supplementation (MMS) Supply Readiness Assessment in Nepal

Overall responsibilities: The Consultant - Research Associate positions will be responsible for supporting the Research Officer in qualitative data collection at provincial and local levels, transcribing and translating of the collected data at the federal, provincial and local levels, and ensuring data quality. The research associates will work in close coordination with the Research officer. The Consultant - Research Associates will follow Helen Keller research ethics.

Deliverables:

1. Coordinate and assist Research Officer in conducting key informant interviews with the relevant stakeholders at provincial and local levels.
2. Conduct transcribing and translation of qualitative data from the interviews.
3. Support in triangulation of collected information when required.
4. Ensure data collection activities in the field are executed efficiently according to the implementation plan.
5. Collaborate effectively with research team members and relevant stakeholders throughout the process of data collection, data quality assurance and data cleaning.
6. Maintain detailed records and documentation of the planned and completed activities along with daily recording of timesheet.
7. Support in the coordination and data collection activities of the overall MMS project when required.

Qualifications and experiences:

- ✓ Should have at least bachelor's degree in public health, nursing, nutrition, or social sciences with at least a year of experience in research related activities.
- ✓ Sound knowledge on data collection and use.
- ✓ Knowledge on conducting qualitative data collection, note taking.
- ✓ Experience working in a field-based position.

Other skills:

- ✓ Excellent written and spoken Nepali and English language skills.
- ✓ Computer literate and proficient with Microsoft Excel, Word, PowerPoint.
- ✓ An ability to maintain balance when under stress.
- The consultant position is expected to travel 60% of the time during the job.