



Terms of Reference: Team Leader & Enumerators for Baseline Study on Citizen Participation in Kenya (March–April 2025)

Background

Twaweza East Africa is a regional non-governmental organisation registered in Tanzania with offices in Kenya and Uganda. In our 2024-2027 strategy, we seek to achieve outcomes at two interconnected levels – the ultimate, people-level outcome, is one in which more citizens, especially women, youth, and people living with disabilities, are leading more dignified lives with improved services and a felt sense of enhanced agency and self-efficacy. Achieving this will require local government practices that are open, inclusive, responsive, accountable, and supportive of national institution frameworks.

To advance our intended outcomes, we aim to assess the current state of citizen participation, local government capacity, and public service delivery in a selected county in Kenya – and to achieve this, we plan to engage external partners as team leaders and enumerators for a baseline data collection exercise. Successful candidates will collaborate closely with Twaweza staff in designing data collection tools, sampling households, gathering data, and conducting preliminary analysis using the latest approaches and techniques to generate credible evidence.

Scope of work

This work will be conducted in Laikipia County, which consists of fifteen (15) wards across three (3) sub-counties. Six (6) wards will be selected across the county (3 control and 3 treatment). Five (5) villages will be sampled from each of the selected wards. We will conduct twenty (20) household surveys per selected village. This will enable gathering of enough data for meaningful statistical analysis, paying attention to possible variation within and between villages.

Specific tasks and outputs - Team Leader

The Team Leader will be responsible for supervising a group of enumerators and ensuring the successful execution of the baseline data collection exercise. Key responsibilities include:

- 1. Logistics and Planning**
 - Organise and coordinate field activities for the assigned team.
 - Ensure enumerators have the necessary tools, materials, and logistical support.
- 2. Communication and Reporting**
 - Maintain regular communication with the Twaweza team, providing updates on progress and any challenges encountered.
 - Prepare and submit daily activity reports.
- 3. Team Coordination and Feedback**
 - Conduct regular check-ins and debrief meetings with the enumerator team to address challenges and plan the next steps.
- 4. Data Quality Monitoring**

- Supervise enumerators to ensure adherence to data collection protocols.
 - Review all completed surveys daily for accuracy, completeness, and consistency.
 - Conduct back-checks and other assigned data validation tasks.
5. **Compliance and Research Clearances**
- Ensure all research activities comply with ethical and legal requirements.
 - Obtain necessary research clearances from relevant authorities.

Specific tasks and outputs - Enumerator

The enumerators will be responsible for conducting household interviews and ensuring accurate data collection. Their key responsibilities include:

1. **Data Collection**
 - Conduct face-to-face individual and household interviews – at least 5 a day, following the assigned sample.
 - Ensure that interviews are conducted directly with the selected respondents without external interference.
2. **Training and Adherence to Protocols**
 - Attend all training sessions and fully understand sampling protocols and ethical guidelines.
 - Follow all instructions outlined in the training manual to ensure proper survey execution.
3. **Coordination and Reporting**
 - Work closely with the Team Leader to plan and execute survey activities effectively.
 - Provide daily updates on completed interviews and any challenges encountered.
4. **Data Quality Assurance**
 - Carefully review and double-check completed surveys to identify and correct any errors.
 - Verify the accuracy of responses before final submission by signing off on completed surveys.
5. **Professionalism and Integrity**
 - Conduct all activities with honesty, accuracy, and professionalism.
 - Maintain confidentiality and respect ethical research practices throughout the data collection process.

Suggested timeline:

The proposed timeline for this assignment is from March 2025 – April 2025

Qualifications

We're looking for keen and curious individuals who don't just ask questions but truly listen. The ideal candidate has a sharp eye (and ear!) for uncovering insights from conversations and picking up on the details that others might miss. If you have a natural ability to read between the lines, make sense of dialogues, and keep all your senses on high alert during interviews—we'd love to hear from you!

These additional qualifications will be an added advantage:

1. Minimum Bachelor's level education in any relevant field.
2. Conversant with Open Data Kit or has the ability to quickly learn new software.
3. Experience in designing survey tools and supervising field data collection exercises is desirable.
4. Excellent communication skills in English and Kiswahili languages: speaking, writing, and reading.
5. Knowledge of and respect for professional and research ethics.
6. The team leader should have a strong understanding of Laikipia's geographical layout and how the county operates, including its key structures and processes. Existing local networks and contacts will be an added advantage.

Application Process

Interested candidates should apply by **Friday, February 28, 2025**, by submitting the following:

1. **Application Letter (Max 1 Page)** – Explain how you meet the requirements for this assignment.
2. **Resume (Max 2 Pages)** – Highlight only relevant skills, experience, training, and references.

Important Notes:

- Clearly indicate whether you are applying for the **Team Leader** or **Enumerator** position.
- Team Leader applicants may mention if they plan to recruit their own team of enumerators.
- Do **not** include a budget proposal at this stage—only shortlisted candidates will discuss budget details.

Please email applications to jobs@twaweza.org and cc esiaga@twaweza.org with the subject line: "Laikipia Baseline Study on Citizen Participation in Kenya."