



Terms of Reference (ToR)

Lead Facilitator (3 Positions) – Wasemavyo Vijana Study, Kenya

Background

Twaweza East Africa is a regional civil society organization committed to advancing inclusive democratic practices and amplifying citizen voices to improve the well-being of men, women, and youth across East Africa. Following over 15 years of impactful programming, Twaweza is undertaking a strategic refresh in response to evolving civic, political, economic, technological, environmental, and social dynamics.

A central component of this process is generating a grounded, evidence-based understanding of young people's lived realities – their aspirations, agency, constraints, and perspectives on governance and society. To this end, Twaweza is commissioning a qualitative study titled “Wasemavyo Vijana” (What Youth Say), designed to produce rich, youth-centered insights using participatory and innovative research approaches.

The study will be implemented concurrently in **three (3)** counties (Busia, Kitui, and Murang'a), with **four (4)** wards in each county. To deliver this work effectively, Twaweza will engage **three (3)** Lead Facilitators, each responsible for one county. Every Lead Facilitator will be supported by **two (2)** Research Assistants, forming three parallel field teams of **three (3)** people each.

Purpose of the Role

Each Lead Facilitator will serve as both the technical lead and field coordinator for their assigned county. The role combines high-quality facilitation, supervision, and field management to ensure rigorous, ethical, and insightful data collection. Lead Facilitators are expected to apply innovative participatory methodologies, conduct extensive desk reviews of relevant literature and policy documents, and integrate observational data to enrich analysis.

Key Responsibilities

a. Facilitation and Data Collection

- Co-design and lead participatory data collection processes, including Focus Group Discussions (FGDs) and youth-centered engagements.
- Apply innovative and inclusive methods such as youth dialogue circles, storytelling, problem tree analysis, and visual techniques.
- Ensure discussions are safe, inclusive, and responsive to diverse youth voices, including marginalized groups.
- Manage group dynamics effectively to encourage balanced participation and high-quality qualitative insights.
- Complement primary data with systematic review of relevant documents (e.g., policies, reports, prior studies) and direct field observations.

b. Field Coordination

- Participate fully in all preparatory activities, including training and orientation sessions organized by Twaweza.

- Lead county-level entry processes, including introducing the study, securing necessary permissions, and engaging local authorities and stakeholders.
- Plan and oversee all logistical aspects of fieldwork, including scheduling, venue identification, and coordination of data collection activities.

c. Supervision of Research Assistants

- Train and orient Research Assistants on study tools, facilitation techniques, ethical standards, and documentation protocols.
- Provide day-to-day supervision, ensuring accurate note-taking, recording, and systematic documentation, alongside continuous feedback and performance support.

d. Quality Assurance

- Ensure strict adherence to research protocols, ethical standards, and safeguarding principles, particularly when working with youth.
- Conduct daily debrief sessions to review emerging findings, identify gaps, and refine approaches.
- Review all collected data for accuracy, completeness, and consistency, and implement corrective measures as needed.

e. Reporting and Communication

- Produce regular field updates, highlighting emerging themes, operational challenges, and risks.
- Prepare county-level summaries capturing key findings and contextual insights.
- Lead the synthesis of all data (including Research Assistant inputs) into a comprehensive final report with clear, evidence-based insights and implications.
- Maintain proactive communication with the Twaweza team throughout the assignment.

Deliverables

Each Lead Facilitator will be responsible for the following outputs:

- Inception Report outlining methodology, tools, workplan, and analytical framework
- County-Level Field Summary Reports
- Final Comprehensive Report integrating qualitative findings, document review, and observational insights
- All supporting documentation, including validated consent forms and authorization letters

Duration

The assignment will span approximately 18 working days, beginning in mid-April 2026. This period includes training/orientation, field data collection, and report writing. Field activities across the three counties will be conducted concurrently.

Required Qualifications and Experience

- **Academic and Technical Expertise:** Bachelor's degree (minimum) in social sciences, development studies, or a related field, with demonstrated experience in qualitative research and participatory methodologies.
- **Facilitation and Field Leadership Skills:** Proven ability to facilitate group discussions—particularly with youth—combined with strong interpersonal, communication, and team management skills in both English and relevant local languages.
- **Analytical and Reporting Capacity:** Demonstrated competence in qualitative data synthesis, report writing, and integrating multiple data sources (including document reviews and observation) into coherent insights.

- Demonstrated experience working in the county they have applied to lead.

Application Process

Qualified candidates are invited to apply by **Friday, 10th April 2026**. Applications should include:

1. Expression of Interest (maximum 2 pages): clear articulation of suitability for the role, including relevant experience and methodological approach.
2. Curriculum Vitae (maximum 3 pages): Detailing qualifications, relevant experience, and at least two referees.

Twaweza encourages applications from individuals with strong contextual understanding of youth issues and demonstrated commitment to participatory, ethical, and high-quality research practice.

Application should be submitted via electronic mail to jobs@twaweza.org and copied to mwandia@twaweza.org with the subject line **Wasemavyo Vijana Kenya - Team Leader: X County**. Replace X with the county you intend to lead.