



Terms of Reference (ToR)

Research Assistants (6 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 **six (6)** research assistants, two per county. They will be supported by one Lead facilitator in each county, forming three parallel field teams of three people each.

Purpose of the Role

The research assistant will support the lead facilitator by ensuring accurate documentation of discussions, conduct insightful data collection through applying participatory activities, and assisting in field logistics.

Key Responsibilities

a. Note-taking and Documentation

- Take detailed notes during FGDs and participatory sessions
- Capture key quotes/Clips, themes, and group dynamics
- Ensure accurate and structured documentation of discussions

b. Transcription

- Transcribe any audio recordings from FGDs and interviews in a timely manner
- Ensure transcripts are accurate, clear, complete, and well-organized
- Translate transcriptions into English (if required) while maintaining meaning and context

c. Field Support

- Participate fully in all preparatory activities, including training and orientation sessions organized by Twaweza.
- Assist in organizing venues and materials for data collection
- Data collection through applying innovative and inclusive methods such as youth dialogue circles, storytelling, problem tree analysis, and visual techniques
- Help manage participant registration and consent processes

d. Ethical Compliance

- Ensure confidentiality of participants and data.
- Support obtaining informed consent from participants
- Handle all data responsibly and securely.

Deliverables

Each Research Assistant will be responsible for the following outputs

- Attend orientation/training as invited by Twaweza.
- Write an end of activity report and submit it to the team leader.
- Submit all supporting documentation, including validated consent forms and authorization letters.

Duration

The assignment will span approximately 15 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: Diploma or Bachelor's degree in social sciences or related field, with demonstrated experience in qualitative research and participatory methodologies.
- Facilitation Skills: Proven ability to facilitate group discussions—particularly with youth—combined with strong interpersonal, team work and communication skills in both English and relevant local languages.
- Analytical and Reporting Capacity: Demonstrated competence in qualitative data synthesis, listening, note taking, report writing and integrating multiple data sources (including document reviews and observation) into coherent insights.
- Pay attention to detail and strong organizational skills with ability to transcribe and translate accurately.

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 summarizing how your qualifications and skills align with the requirement of the assignment.
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 - Research Assistant: X County**. Replace X with the county you are applying to.