

Terms of Reference (ToR) Lead Facilitator (3 Positions) – Wasemavyo Vijana Study, Uganda

Background

Twaweza East Africa is a regional civil society organization committed to advancing inclusive democratic practices and amplifying citizen voice 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 districts (Apac, Pallisa and Mpigi)**, with **four communities/villages in each district**. To deliver this work effectively, Twaweza will engage **three Lead Facilitators**, each responsible for one district. Every Lead Facilitator will be supported by **two Research Assistants**, forming three parallel field teams of three people each.

Purpose of the Role

Each Lead Facilitator will serve as both the **technical lead and field coordinator** for their assigned district. 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 district-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 **district-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
- **District-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 districts 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.

Application Process

Qualified candidates are invited to apply by **Tuesday, 7th 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 wnanteza@twaweza.org