

Terms of Reference (ToR)

Recruitment of Research Assistants

Background

Habitat for Humanity Uganda (HFHU) is a non-profit organization established in 1982. It is part of the global Habitat for Humanity network, which aims to provide affordable and safe housing to families in need. By strategically contributing to community impact, HFHU ensures that poor and vulnerable partner families have adequate and affordable houses, secure tenure, and access to basic services. Their market system approach in the housing sector further enhances their contribution to building sector and societal impact. This approach involves media engagement, advocacy, and system change, which are crucial in addressing poverty and improving living conditions in Uganda. Through these efforts, HFHU not only built homes but also empowers communities by promoting sustainable development (SDG 6), improving livelihoods, and fostering resilience. HFHU's comprehensive approach makes a significant difference in the lives of many Ugandan families, helping to build a better future for all.

Project description

The Home Equals Campaign in Uganda, spearheaded by Habitat for Humanity Uganda (HFHU), aims to address challenges in informal settlements caused by rapid urbanization. It focuses on three main objectives to improve living conditions. First, the campaign promotes empowered participation by mobilizing community groups, fostering collaboration with local leaders and civil society, and enhancing residents' ability to advocate for their needs. Second, it works to improve access to essential services like clean water, sanitation, and healthcare, collaborating with service providers to ensure affordability and accessibility, thereby enhancing the quality of life. Finally, the campaign prioritizes tenure security by building the capacity of local government land committees, promoting the formalization of land rights, and protecting residents from evictions.

Purpose and Objectives of the Study

The purpose of this evaluation is to assess the overall project performance against its desired impact and outcomes, thereby identifying successful elements and areas for improvement. Furthermore, the insights gained will guide the future direction and initiatives of HFHU, ensuring transparency and responsibility to both stakeholders and HFHI-Global Affairs. It is also a critical step in qualifying for subsequent grants from HFHI-Global Affairs, which will support the expansion of pioneering and proven approaches from this Home Equals Campaigns` project phase.

Objectives

1. To evaluate entire project (2022-2025) in accordance with the OECD/DAC evaluation criteria to determine its relevance, coherence, effectiveness, sustainability, impact, and knowledge generation.
2. To identify Key Lessons and Good Practices; highlighting successful strategies and practices that emerged in advancing equitable access to adequate housing and essential services, and pinpoint initiatives needing expansion.
3. To generate actionable recommendations that will inform and improve future home equals campaigns.

Scope of Work for Research Assistants

- A. Identify and document significant outcomes or changes related to project objectives, using interviews guide provided
- B. Engage with key stakeholders (i.e., community members, project beneficiaries, and partners) to gather qualitative and quantitative data on achieved outcomes.
- C. Collect and compile adequate evidence to support each reported outcome.
- D. Support the research team to organize and categorize harvested outcomes, aligning them with established themes, and document them comprehensively for analysis.
- E. Ensure data accuracy and completeness. Input all responses into the Google Form and submit daily progress updates via email to the MEAL department.
- F. Adhere to all research ethical considerations, maintaining confidentiality and respecting participants' rights.

- G. Collaborate with the research team for daily updates, troubleshooting, and any required adjustments during the data collection process.

Deliverables:

- Comprehensive and accurate documentation of significant outcomes, aligned with project objectives.
- Well-organized, complete, and verified qualitative and quantitative data collected from stakeholders.
- Adequate evidence accompanying each reported outcome to support findings, ensuring credibility.
- Daily entry and submission of data into Google Forms

Duration:

The assignment will be conducted for 5 days in Kampala and 3 days in Kumi district

Qualifications, Skills and Experiences:

- a) A degree or diploma in social sciences, development studies, monitoring and evaluation, journalism, policy analysis and development, economics, laws, or a related field from a recognized institution.
- b) Proven experience in field data collection, especially within the Ugandan context.
- c) Strong stakeholder engagement skills involving community members, beneficiaries, and local leaders.
- d) Hands-on expertise with Google Forms, data coding, and digital data entry.
- e) Familiarity with outcome harvesting methodologies or similar evaluation frameworks.
- f) Local language proficiency, essential for effective communication in the research area (Luganda and Ateso for Kampala and Kumi project areas respectively).
- g) Excellent organizational and documentation abilities to ensure accurate and complete data.
- h) Strong communication skills for conducting interviews, focus group discussions, and engaging stakeholders.

Logistics and Support:

- Trainings cost

- ✓ Venue hire, meals (break tea and lunch), refreshments,
- ✓ Transport refund of Research Assistants
- ✓ Professional fee
- Data collection cost
 - ✓ Daily transport facilitation for research team
 - ✓ Daily meals (break tea and Lunch) facilitation for research assistants
 - ✓ Daily professional fee for research assistants
 - ✓ Reflector jackets (with HFHU logo) for identification of research team
- Vehicle, accommodation and meals for HFHU staff supporting the training and data collection process in Kampala and Kumi district.

Payment Terms:

The research assistants will be paid transport facilitation and meals at the start of the data collection and professional fee on completion of the assignment upon HFHU satisfaction on the deliverables.

Payment Schedule:

1. Professional Fee:

Research assistants will receive a daily rate of 120,000/=, inclusive of a 6% withholding tax.

2. Meals Facilitation:

Daily meal allowances, covering break tea and lunch, will amount to 35,000/= (as per HFHU rates).

3. Transport Facilitation:

Full daily rotation transport fee will be:

- i. 60,000/= within Kampala.
- ii. 30,000/= within Kumi district.

Application evaluation criteria

The applications from the research assistants will be evaluated according to the following criteria;

- Qualification aligned to the research assistant needs (20%)
- Evidence of demonstrated relevance experience and skills with contactable references (samples of recommendations letters) (50%)

- Technical skills in computer use mainly hands-on expertise with Google Forms, data coding, and digital data entry and stakeholder's engagement skills (20%)
- Local language proficiency, essential for effective communication in the research area (Luganda and Ateso for Kampala and Kumi project areas respectively) (10%).

Mode of application:

- Qualified and interested individuals who meet or exceed the stated requirements are invited to submit their applications (including cover letter, CV and copies of relevant academic documents not exceeding **35MB**) to:

The Procurement Committee, Habitat for Humanity Uganda, P.O. Box 163,027

Kampala; and strictly submitted by **Email:** procomm@hfhuganda.org no later than

24th March 2025, by 4:00 PM.

- Applications will be reviewed on a rolling basis and HFHU reserve the right to conduct interviews before 24th March 2025.
- Hard copies of applications will not be accepted. Only shortlisted candidates shall be contacted, and any form of canvassing by any candidate shall lead to automatic disqualification from the recruitment process.

HFHU is an equal opportunity employer committed to building a diverse team, and all applications shall be assessed on their individual merit. However, suitably qualified FEMALE candidates are especially encouraged to apply for this role.

Note: HFHU requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.