

TERMS OF REFERENCE FOR SHORT TERM ASSIGNMENT

1. **Title of assignment:** To undertake short term situation / status assessment study and research by involving independent experts for field level evidence based findings. The same is supported with financial resources, advice, and training to suggest effectiveness of the strategy and inform the Government as well.

2. **About the Research Study:** Gender Resource Centre –Women Development Corporation would seek the services of professionals for a limited period in the capacity of researchers/documentation experts for work, which is essentially of a temporary nature or for a research study on **Special cells in 23 police stations** established by Women Development Corporation to develop synergy with police and support the police officials towards addressing the multidimensional issues of atrocities on women through conventional techniques.

3. **Positions for short term assignment are following:**

i. **Research and Report writing specialist (1)**

ii. **Research and data analysis specialist (1)**

iii. **Field Investigator/Surveyor (2)**

3. i. **Summary of Responsibilities: Research and Report writing specialist**

a. **Finalization of Tools and Conducting Pilot Testing**

- Undertake background materials study; Review of Project documents & collection of additional information; Sharing of study design and draft study tools and obtaining inputs.
- Preparation of the inception report; Collection and compilation of the respondent list, Designing of study tools and refinement (translation, back translation)
- Pretesting of tools or pilot testing of tools and fine tuning), Finalization of micro plan including route map, travel arrangement and all other logistic arrangements and Printing.

b. **Carry out field level data collection**

- Field Survey and Investigation
- Collection of data, data access and preservation across different samples of the study.

c. **Report Writing and Finalization along with submission of the study report (draft and final)**

- Documentation and analysis of semantic/descriptive information from collected content which is imperative for its analysis and usage
- Designing & Selection of format and writing style to the achievement of the final analysis.
- Sharing the draft outline and incorporation of feedback,
- Development of the draft report, Sharing the draft report and incorporation of feedback
- Submission of the final report

❖ **Duration of engagement for above assignment:** 20-25 days (spread over a period of three months of Research)

3. ii. **Summary of Responsibilities: Research and data analysis specialist**

a. **Finalization of Tools and Conducting Pilot Testing**

- Undertake background materials study; Review of Project documents & collection of additional information; Sharing of study design and draft study tools and obtaining inputs.
- Preparation of the inception report; Collection and compilation of the respondent list, Designing of study tools and refinement (translation, back translation)
- Pretesting of tools or pilot testing of tools and fine tuning), Finalization of micro plan including route map, travel arrangement and all other logistic arrangements and Printing.

b. **Carry out field level data collection**

- Field Survey and Investigation
- Collection of data, data access and preservation across different samples of the study.

Sanand

c. Process and analyse data

Compilation of data and processing of the work conducted within field study focusing on the extraction and the subsequent analysis of semantic/descriptive information from collected content which is imperative for its analysis and usage along with incorporation as key indicators.

- Segregation of data as per the sources/ respondents
- Content Analysis of all collected information with source
- Development of the data fields of the district and the data sources as provided in the scope of work for submission.

❖ **Duration of engagement for above assignment:** 20-22 days (spread over a period of three months of Research)

d. Qualification & Experience for above 2 positions

Experienced Professional / demonstrated working experience with community projects and on thematic of Gender/Women Empowerment/Violence against women & girls including project management experience; experience of work in both rural and urban settings desirable. The individual should be multi-tasking with demonstrated extensive experience of Research & Documentation in Community Process Projects at the Government / INGO / CSR level with Research and Documentation Skills, including word processing and power-point.

- The person must be a Post Graduate in Management / Public Health / MBA / MSW / Rural Management / Rural Development / Development Studies/Mass Communication
- Must have at least 6 years working experience in concerned sector.
- Familiar with functioning of government systems and knowledge of women & child issues.
- Good documentation, effective communication and writing skills in Hindi & English.
- Good knowledge of computer and ability to work in MS Office packages and knowledge of spread sheet and presentation packages.
- Good communication Skills in Public relations, public dealing, information dissemination etc.

3.iii. Positions of Field Investigator/Surveyor (2) for short term assignment:

Summary of Responsibilities:

a. Finalization of Tools and Conducting Pilot Testing

- Undertake background materials study; Review of Project documents & collection of additional information; Sharing of study design and draft study tools and obtaining inputs.
- Facilitate in- preparation of the inception report; Collection and compilation of the respondent list, Designing of study tools and refinement (translation, back translation)

b. Pretesting of tools or pilot testing of tools and fine tuning.

c. Carry out field level data collection

- Field Survey and Investigation
- Collection of data, data access and preservation across different samples of the study.

d. Qualification & Experience

- The person must be a Post Graduate in Management / Public Health / MBA / MSW / Rural Management / Rural Development / Development Studies/Mass Communication
- Good documentation, effective communication and writing skills in Hindi & English.
- Good knowledge of computer and ability to work in MS Office packages and knowledge of spread sheet and presentation packages.
- Good communication Skills in Public relations, public dealing, information dissemination etc.

❖ **Duration of engagement for above assignment:** 15-18 days (spread over a period of one and half month)

Sarand