Qualitative Researcher
Consultancy Terms of Reference

Context
The Transparency & Accountability Initiative (TAI) is a donor collaborative focused on building a more just, equitable, and inclusive society through its support of transparency and accountability efforts worldwide. In the context of the coronavirus pandemic, TAI will track and synthesize content relevant to emergent strategic threats and opportunities for philanthropic actors working on transparency, civic participation, and accountability (TPA) issues. Based on systematic qualitative coding and analysis, TAI aims to produce a regular bulletin for our funder members and shared publicly.

Researcher Profile
TAI seeks a team of two to three current graduate students to form part of TAI's qualitative coding team. The researcher profile includes:

- Familiarity with qualitative coding and/or analysis in Excel or qualitative software; strong preference for familiarity with Dedoose
- Strong attention to detail and ability to adhere to quality criteria
- Critical thinker, and demonstrated ability to interpret standard coding framework and apply independently
- Comfortable working in a virtually connected group and ability to independently manage time to meet personal and team deadlines
- English language professional proficiency; strong preference for high reading comprehension level in Spanish and/or French

Scope of Services
Each researcher will review and code content (e.g., blogs, articles, meeting notes, slide decks, or other media) assigned to them against an established qualitative coding framework, which will likely evolve as the project progresses. Researchers may also source content and/or attend designated virtual events to take notes and collect materials distributed for future coding. Researchers will prepare for and actively participate in a training session, a pilot phase, and then conduct regular monthly coding. All work will be conducted virtually, and researchers are responsible for providing their own computer and access to internet connection. There will be team deadlines and scheduled group meetings, beyond which researchers can set their own coding / working hours (estimated average of 7 days/month).

Deliverables:
Regular coding entered in Dedoose on a timely basis, adhering to team quality criteria and coding framework

Timeline
May-June 2020: training and piloting phase
July-October 2020: regular coding, quality reviews, and reflection
Compensation
Researchers will receive a monthly stipend of $700 (prorated for any partial months worked).

Expressions of Interest
To be considered, send a CV with relevant course work and experience to Zoya Belmesova (zbelmesova@transparency-initiative.org).