

TERMS OF REFERENCE

**CONSULTANCY SERVICES FOR A SOCIAL SCIENTIST – LIVELIHOOD, COMMUNITY
CAPACITY BUILDING AND RESILIENCE**

1. BACKGROUND

1.01 In order to successfully carry out the captioned project the Faculty of Science and Technology at The University of the West Indies, Mona plans to engage a Social Scientist under contract. The Social Scientist will be working with the Component Lead for Component 3: Community Capacity Building and Resilience and with the entire team to build community resilience and capacity building in the target communities i.e., Port Maria.

2. OVERALL OBJECTIVES

2.01 The overall objective is to develop a framework and work plan for activities to be undertaken for this component including fieldwork, secondary research, development of data collection tools, proper identification of the sites and participants, arranging for fieldwork entry. Specific objectives are:

- (a) Take lead in stakeholder consultation and engagement with the team for this component.
- (b) To assist the component lead with the smooth management of collecting fieldwork data, revising research strategies, proper storage of data and dissemination activities.
- (c) To provide opportunities to graduate students to develop skills and knowledge as well as participate in writing and dissemination of climate change and community resilience research, thereby strengthening capacity training at The UWI.

3. SCOPE OF WORK

3.01 The duties of the Social Scientist will fall under five main areas as follows:

- (a) Research Duties
 - (i) Field survey along with team.
 - (ii) Secondary research and background document reviews.
 - (iii) Prepare questionnaires and survey tools and lead the students and technical assistant working with the consultant.
 - (iv) Contributing to the conceptualization of data collection tools and calculating population samples.
 - (v) Conducting stakeholder workshops to develop, implement and assess community climate resilience-building actions
- (b) Collection of Data
 - (i) Train students and staff in this component in contacting interviewees and setting up focus groups and interviews.
 - (ii) Training on field collection of data.
- (c) Data entry and Analysis
 - (i) Data entry using qualitative and quantitative software packages.
 - (ii) Maintaining large data sets.
 - (iii) Assisting with the Coding and Analysis of Qualitative Data.

- (iv) Summaries of Findings.
- (v) Appropriate illustration of project findings.

- (d) Writing
 - (i) Co-authoring research reports and manuscripts for journals.
 - (ii) Dissemination of data for various purposes e.g., workshop and conference presentations.
- (e) General Administration
 - (i) Tracking of fieldwork progress.
 - (ii) Liaising with field volunteers and transcribers.
 - (iii) Secure management of data collection and storage.
 - (iv) Support the organisation of meetings and contacting stakeholders.
 - (v) Support with the organising of research trips.
 - (vi) Developing presentations and related materials.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The Consultant should have:

Required:

- (a) Postgraduate degree in a social science discipline.
- (b) Minimum of 7 years' experience in carrying out research or relevant training in research courses.
- (c) Proven Ability to revise qualitative tools.
- (d) Willingness to travel and availability for training.
- (e) Proven Ability to assemble data – audio-recordings, transcripts, typed notes.
- (f) Proven Ability to develop PowerPoint presentations.

Desirable:

- (a) Qualitative research experience, including data collection design, implementation and analysis.
- (b) Knowledge of qualitative and quantitative software packages.
- (c) Ability to communicate effectively in English.

Skills:

- (a) Excellent writing and analytical skills.

5. DELIVERABLES

5.01 The Consultant will prepare monthly reports that will underscore inter-alia:

- (a) Main activities undertaken, and key results achieved.
- (b) Key challenges and opportunities.

6. DURATION

6.01 The Consultant will be hired for 15 months and will be paid on a monthly basis.