

Terms of Reference: Qualitative Research Assistant

About GAGE

Gender and Adolescence: Global Evidence (GAGE) is a nine-year (2015-2024) mixed-methods longitudinal research programme exploring the gendered experiences of adolescents aged 10-19 years. We are following the lives of 18,000 adolescents in six focal countries, two each in Africa (Ethiopia, Rwanda), Asia (Bangladesh, Nepal) and the Middle East (Jordan, Lebanon).

GAGE aims to generate new evidence on ‘what works’ to transform the lives of adolescent girls and boys to enable them to move out of poverty and exclusion, and fast-track social change. GAGE research involves the most vulnerable adolescents, including adolescent refugees, adolescents with disabilities, those out of school, married girls and adolescent mothers.

The results will support policy and programme actors to more effectively reach adolescent girls and boys to advance their wellbeing and what is needed to meet the Sustainable Development Goals, including the commitment to Leave No One Behind.

The GAGE consortium, managed by the Overseas Development Institute, convenes 35 research, policy and programming partners globally and is funded by UK Aid from the UK government.

Purpose of the role

Under the supervision of the programme director, she/he will analyse longitudinal qualitative data, prepare policy briefs, summary reports, digests and literature reviews, and support senior researchers in writing with the aim of informing policy on gender and adolescence. She/he will assist with other administrative tasks related to maintaining a very large database of qualitative data. Specifically, the job will contribute to areas of focus of the GAGE programme which include work on issues related gender, adolescence, gender norms, education, gender-based violence, sexual and reproductive health, health and nutrition, mental health and psychosocial wellbeing, voice and agency and economic empowerment). GAGE is looking for a mixture of both part- and full-time post holders (between 3-5 days per week).

Main duties and responsibilities

Research

- Pulling academic and industry literature;
- Leading secondary research and background document reviews;
- Reviewing transcripts, drafting summaries and analysing large data sets;
- Contributing to conceptualisation of qualitative data collection tools;

Writing:

- Authoring or co-authoring research reports for academic audiences;
- Authoring or co-authoring policy briefs, digests and summaries for policy-makers, donors and programme practitioners;
- Authoring or co-authoring manuscripts for journals;
- Authoring or co-authoring methodological summaries;

General administration

- Supporting maintaining a very large database of qualitative data;
- Support the organising of meetings with country research teams;
- Support with the organising of research field trips;
- Developing presentations and related materials.

Person specification

Required:

- Strong understanding of gender and age/adolescent dynamics in developing country contexts;
- A degree and post-graduate degree in relevant social science discipline;
- Excellent analytical and writing skills;
- Excellent attention to detail;
- Demonstrated experience in producing research and policy outputs;
- Demonstrated experience using different research methodologies;
- Flexible attitude and strong ability to multi-task;
- Ability to carry out rapid evidence reviews;
- Ability to revise qualitative research tools;
- Ability to review transcripts and make summaries;
- Ability to review transcripts critically – to develop training tools;
- Ability to develop PowerPoint presentations;
- Willingness to travel, if needed.

Desirable:

- Knowledge of MENA, South Asia and East Africa contexts;
- Knowledge of qualitative data analysis packages, such as MAXQDA;
- Qualitative research field experience.

Selection process

Interested applicants should submit their CV and cover letter as to why they are suited and interested in the role, along with their availability to gauge@odi.org.uk by 5th April, at midnight UK time, with the subject title 'Research Assistant.' To note, this will be a consultancy contract.