

SCOPE OF WORK

Independent Research Consultant – Qualitative Analysis & Report Writing

This scope of work defines the key parameters, responsibilities and deliverables expected for this independent consultancy that will lead qualitative data analysis and report writing for the Masculinity, Faith and Peace (MFP) Project conducted in Plateau State, Nigeria by the Institute for Reproductive Health (IRH) in the Center for Child in the Human Development (CCHD) at Georgetown University.

☑ **By February 15, 2021**, please submit a CV clearly describing competency and experiences in conducting qualitative data analysis, and your daily rate. Please direct the submission to irhinfo@georgetown.edu, with “MFP Qualitative Consultant Application” as the subject.

Timeline: The activities in this SOW will take place between February 15, 2021 – June 30, 2021. Days and exact timeframe to be determined by the technical lead at IRH. We expect the consultant to work up to 15 days during this time frame.

Location: Washington, D.C., or elsewhere/open.

About the Institute for Reproductive Health, Georgetown University

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute’s work include the diffusion of social norms that support reproductive health, scale up of innovations and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from U.S. foundations and government agencies, including the U.S. Agency for International Development (USAID) and the Templeton Foundation. [Learn more.](#)

About the Masculinities, Faith and Peace Project & Research

The Masculinities, Faith and Peace (MFP) Project, supported by the Templeton Foundation, aims to reduce sexual and gender-based violence (SGBV), increase healthy timing and spacing of pregnancies (HTSP) and promote interfaith dialogue. It does so by addressing social norms that shape inequitable gender relations and prevent the use of modern methods of family planning in mixed Christian and Muslim communities in Plateau State, Nigeria. MFP is a research project, implemented by IRH in collaboration with [Tearfund](#) and two local partner organizations. [Learn more.](#)

About the Research

The MFP intervention is being evaluated to determine whether and to what extent it leads to increased family planning use, reduced intimate partner violence (IPV), improved social cohesion and interfaith dialogue, and promotion of positive masculinities in participating congregations in Plateau State, Nigeria. The evaluation is a mixed-methods, randomized cluster trial (RCT) conducted among 20 peri-urban and rural Christian Churches and Muslim Mosques. Baseline activities were conducted in early 2018 and endline activities were completed in February 2021.

Purpose of Consultancy: IRH is seeking an individual to lead qualitative data analysis and contribute to key, qualitative sections of reporting. The IRH technical lead will provide the raw transcripts from 38 in-depth interviews (IDI) and 24 focus group discussions (FGD) translated from Hausa to English and supervisor/interviewer notes. The consultant will work with the IRH technical lead to design an initial analytic strategy and codebook. Two Georgetown Interns with qualitative coding experience will be available to assist the consultant with coding. The consultant will manage the interns to clean and organize transcripts for analysis, perform initial thematic content analysis to confirm the qualitative codebook, and conduct analysis on all transcripts according to the final codebook and analytic strategy. In addition, the consultant will support interpretation of qualitative data with the IRH technical lead and be responsible for final reporting (~10 pages pertaining to qualitative findings in the overall research report).

The *objectives* of this task are:

1. **Develop initial codebook** and analytic strategy
2. **Manage two interns** to:
 - a. **Clean and organize transcripts** in advance of data analysis;
 - b. **Perform initial analysis** using qualitative coding software to confirm the coding strategy and codebook;
 - c. **Conduct analysis** on all IDI and FGD transcripts using qualitative coding software;
 - d. **Document and organize all outputs** for reporting;
3. **Support interpretation;** and
4. **Report writing** for qualitative portion of research report.

Responsibilities & Terms of Reference

- Review relevant documents to achieve working knowledge of the MFP Project
- Participate in meetings with IRH technical lead to develop consensus on analytic strategy and codebook and update IRH technical lead on progress
- Manage interns and conduct qualitative analyses according to analytic strategy
- Documentation of all key steps taken
- Organize analytic outputs (transcripts, coding, tables)
- Participate in meetings with IRH technical lead to discuss interpretation of findings
- Develop an approximately 10 page write-up on qualitative findings (including quotations) to be embedded in the overall MFP research report

Expected Deliverables

- Clean qualitative transcripts
- Final codebook for analysis
- Fully coded transcripts organized in qualitative analysis software
- An analytic summary on initial findings outlining key thematic areas (~ 2 pages) to aid in interpretation
- A write-up (~10 pages) on qualitative findings including quotations

Planning, Logistics & Support

IRH will provide the following support and information to the selected consultant:

- Internal background materials to facilitate the SOW
- Meeting set up and logistics
- A documented analytic strategy
- Regular check-ins to answer questions and agree next steps to facilitate progress toward deliverables
- Access to shared platforms for communication and outreach efforts
- Review of deliverables

Key Contacts

- Bryan Shaw, Senior Research Officer | bryan.shaw@georgetown.edu
- Cait Davin, Program Associate | cd1138@georgetown.edu

Submission of Application

- ✓ By **February 15, 2021**, please submit a CV clearly describing competency and experiences in conducting qualitative data analysis, and your daily rate. Please direct the submission to irhinfo@georgetown.edu, with “MFP Qualitative Consultant Application” as the subject.

The selection criteria will include:

- Demonstrated experience in conducting qualitative analysis, including development of codebooks and thematic content analysis
- Demonstrated familiarity with qualitative analysis statistical software including NVivo or Atlas.TI; Atlas.TI is preferred
- Demonstrated experience in managing a team of qualitative coders is preferred
- Familiarity with literature on sexual and reproductive health, gender equity, and/or gender and social norms is desired