
TERMS OF REFERENCE

Title: Qualitative Research Consultant

Unit: Foundational Learning

1.0. About Zizi Afrique Foundation

2.0 Background information

One of Zizi Afrique’s ways of working is partnership with the Government, to achieve system-led change at scale. The Zizi Afrique – Government initiative dubbed Napenda Kusoma was inspired by the municipality of Sobral in Brazil, with the vision of ensuring that all children in Kirinyaga can read with comprehension by the end of Grade 3 in 2026. The government spearheaded the Foundational Literacy Program, with the Teacher Service Commission County Director (TSCCD) as the chief convener and patron and supported by the County Director of Education and the County Executive Committee Member (CECM) for Education in the Kirinyaga County government as co-convenors. The program targets to shift the classroom practices of the Early Years Education (EYE) teachers, including the Early Childhood Development Education (ECDE) teachers employed and managed by the county government and the Grade 1-3 teachers, with a view to improving literacy outcomes.

In the past year, Napenda Kusoma project team accomplished, among other things, capacity building sessions for teachers on developing formative assessment tools and learning materials. The team also conducted trainings to orient teachers on targeted instruction as a strategy for hastening acquisition of literacy competencies for learners lagging behind, which has resulted in teachers shifting their classroom practices to facilitate literacy achievement.

Purpose of Consultancy

Zizi seeks to engage the services of a qualitative research consultant to document the process outcomes, lessons and insights emerging from the partnership.

2.0 Objective

1. This consultancy seeks to: Document the key aspects of the project implementation, including strategies, processes, challenges faced, lessons learned, and recommendations for improvement.
2. document the shifts in classroom processes, methodologies, and practices inspired by the Napenda Kusoma initiative in Kirinyaga County.
3. Package a comprehensive report detailing what has changed, why and how, as well as recommendations on the way forward.

3.0 Scope and deliverables of the Consultancy

S/No.	Deliverable	Deliverables
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3.1	Inception report. Provide a detailed inception report outlining of the proposed methodology, work plan, and timeline for the consultancy including the recommended sample sizes.	<ul style="list-style-type: none"> • Inception report
3.2	Review of Project Documents: Familiarize with existing project documents such as proposals, reports, and manuals, assessment data, to understand project objectives, activities, and outcomes.	This will inform the inception report.
3.3	Tools development and Pre-test: Develop and pretest data collection tools for use with all the relevant stakeholders: County Government ECDE department, County Director of Education, Teacher Service Commission County Director, Sub- County Directors from both Ministry of Education and TSC, Curriculum support officers, head teachers, teachers, parents, and learners.	<ul style="list-style-type: none"> • Data collection tools • Report template
3.4	Research Assistants Engagement: Develop terms of reference, recruit, train and engage research assistants during the data collection exercise.	<ul style="list-style-type: none"> • Training activity report
3.5	Data collection: Collect data with the listed stakeholders to gather insights into project implementation processes, achievements, challenges, and outcomes.	<ul style="list-style-type: none"> • Data collection activity report
3.6	Transcription, Data cleaning, Analysis and Synthesis: Transcribe the interviews, clean the data, code the data, analyze the gathered information as per the agreed standards.	<ul style="list-style-type: none"> • Raw and clean datasets • Coding sheets
3.7	Report Writing: Prepare a comprehensive process documentation report highlighting the findings, key learnings, and recommendations for improving project effectiveness and scalability. The report should be well-structured, concise, and include relevant visuals, examples and verbatim.	<ul style="list-style-type: none"> • Final report

Timeline

The consultancy is expected to start on 27th March and be completed within 8 weeks (about 2 months) of the contract date.

Qualifications

The consultant should possess the following qualifications and experience:

- a) Proven experience in qualitative research methodologies
- b) Practical experience of documenting processes, methodologies, and best practices in education or project management.
- c) Familiarity with the foundational learning projects and educational interventions, particularly in the Kenyan context.
- d) Excellent research, analytical, and report writing skills, with a demonstrated ability to present complex information clearly and concisely.

Le Mac Building | First Floor | Suite 1
Off Church Road, Westlands
P.O. Box 6183 - 00100 Nairobi
Tel: +254 734 620 181

- e) Strong communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders. Previous engagement with the government will be considered as an added advantage.
- f) Fluency in English language both written and spoken is required. Knowledge of local languages spoken in Kirinyaga County will be an added advantage.

Proposal Submission

Interested candidates are invited to submit the following as part of their application:

- I) A cover letter expressing their of Interest (EoI) for the assignment.
- II) a detailed proposal outlining the consultants understanding of the assignment, proposed methodology, timeline, and financial costs (maximum 7 pages);
- III) samples/links of previous relevant work
- IV) detailed CV (maximum 2 pages) with at least two references.

The application documents should be sent to jobs@ziziafrique.org and copied to jkinyanjui@ziziafrique.com not later than 24th March 2024 11:59 pm EAT. Only shortlisted candidates will be contacted.

Note: *The proposals will be reviewed on a rolling basis.*