

### Terms of reference: consultancy for research coordination

The Care and Protection of Children (CPC) Learning Network in the Heilbrunn Department of Population and Family Health, Mailman School of Public Health at Columbia University is seeking an individual consultant to implement a project to measure the impact of efforts to reduce child labor and modern trafficking. The Effective Approaches to End the Worst Forms of Child Labor Project (EAPEC) will work to reduce child labor in business supply chains in the Democratic Republic of the Congo, Central African Republic and Ethiopia.

#### Responsibilities include:

Under the supervision of the Director of the Care and Protection of Children (CPC) Learning Network, the consultant will support the development of the evaluation methodology, improve upon existing tools and methods, monitor and oversee data collection and provide technical support to the field teams. The consultant will organize and facilitate training for local data collectors, analyze and present results and continually refine the proposed methodology. S/he will also be responsible for regular reporting to the donor and other stakeholders. This consultancy will include frequent international travel to selected countries.

#### Functions include:

##### Training and data collection oversight

- Develop an implementation guide and other project tools;
- Organize and lead training workshops for local data collectors;
- Monitor and oversee all data collection activities;
- Evaluate and refine the training approach and make recommendations for future roll-outs.

##### Study design and data analysis

- Propose improvements and modifications to the study tools and design as needed, based on field learning and local context;
- Design the sampling scheme;
- Secure and maintain appropriate approval for human subjects research from Institutional Review Board(s);
- Ensure all identifiable data is secure and confidentially maintained;
- Oversee all data analysis;

##### Stakeholder management

- Build and leverage a supportive relationship with project host and partner organizations;
- Work closely with host and partners to develop joint project workplans and coordinate

technical support and project activities;

- Ensure transition to local management for sustainability of ongoing surveillance components.

#### Reporting

- Write regular project reports and other written materials needed for internal and external documentation;
- Maintain regular contact with host and partners;
- Contribute to presentations and publications summarizing project findings.

#### Other

- Undertake other activities of the project as requested and mutually agreed with the Principal Investigator.

#### Skills and qualifications

- Requires a bachelor's degree or equivalent in education and experience, plus three years of related experience.
- Familiarity with emergency settings and principles of humanitarian response, especially child protection;
- Strong analytical skills, including formal training in epidemiology and biostatistics;
- Excellent computer skills, including familiarity with statistical software;
- Strong interpersonal skills and ability to work in a diverse, cross-cultural environment.
- At least one year managing a research study;
- Strong time-management skills;
- Knowledge and certification of research ethics, including IRB human subjects protection;
- Ability to work independently and as part of a team;
- Excellent oral and written communication skills;
- French language skills and an MPH highly preferred.