



Scope of Work for Research Assistant

Job Title: Pacific Research Assistant

Classification: Short-term Consultant

Timeframe: June 2025 – August 2025

Number of Positions: 8 (one in each of the following countries: Federated States of Micronesia [FSM], Kiribati, Marshall Islands, Nauru, Solomon Islands, Tonga, Tuvalu, and Vanuatu)

Estimated Workload: Up to 15 days

Salary: \$50 USD per day

Job Description: Inclusive Development Partners (IDP) is seeking eight Research Assistants for a short-term assignment in the Pacific Island Countries and Territories (PICTs). IDP is currently developing situation analysis reports on persons with disabilities in each country. The Research Assistant is responsible for supporting all aspects of data collection and entry during this study, including field-based data collection for their respective country.

Minimum Qualifications:

- Current local resident of the country for which the consultancy application is submitted
- Reliable access to a working personal computer and internet.
- At least 3 years of professional experience, including:
 - At least 2 years of experience in data collection, research, or evaluation work
- Fluency in English **and** at least one local language used for data collection is required.
- Excellent computer and technology skills, including the ability to type quickly and accurately, use virtual communication platforms, record interviews, and schedule virtual meetings.
- Bachelor's degree in education, research and evaluation, social sciences, or a related field.
- Highly reliable, trustworthy, and responsive to tasks in a timely and efficient manner.
- Availability during the time and duration specified without conflict with other employment.

Desired Qualifications:

- Professional experience working with persons with disabilities.
- Understanding of public services including education systems, health sector, social services, and workforce development, particularly as they relate to persons with disabilities.
- Excellent data analysis and report writing skills.

**Responsibilities:**

The local researcher shall, in close collaboration with the IDP team, perform activities that include:

- Attend regular meetings virtually and respond to regular emails in a timely manner
- Prepare for data collection in assigned country, including phoning stakeholders, preparing invitations, organizing travel logistics, and scheduling meetings
- Translate data collection tools from English to local languages as needed
- Conduct in-person and phone-based data collection, including surveys, focus groups, and interviews, in local language and English
 - Travel within the country for 1-2 weeks to conduct data collection
 - Stakeholders will include persons with disabilities, their caregivers, community members, government personnel, civil society organizations, and others
- Make recordings and take detailed notes during data collection activities
- Lead data entry efforts, including back-translating from local language to English, typing meeting notes, entering survey data, or inputting data into other formats as requested
- Ensure all research efforts are conducted with quality, fidelity, professionalism, and timeliness
- Support data analysis and report writing as requested

Application Process:

Interested applicants should submit their CV and cover letter to recruitment@inclusivedevpartners.com by June 16, 2025. Submission of emails should be titled "Pacific Islands Research Assistant." Only shortlisted candidates will be contacted.

As this study focuses on the lived experience of persons with disabilities in the Pacific Islands, persons with disabilities are strongly encouraged to apply for this role.

Equal Opportunity Employer:

We are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.