



## **Job Description**

### **Data Collection Intern(s) x 3 Bangladesh, Kenya & Uganda**

#### **ABOUT FIELD READY**

Field Ready is a non-governmental organisation that is dedicated to bringing innovation to international aid. Our vision is to meet humanitarian need by transforming logistics through technology, innovative design and engaging people in new ways. We make useful items to solve problems locally in various sectors such as health, water and sanitation. We do this by using the latest technology as well as traditional manufacturing machines. We pass on these skills to others through training and pioneering innovative approaches to the toughest challenges. The impact of this is dramatically improved efficiency in aid delivery by quickly meeting needs and cutting procurement costs. Our approach is truly effective and ground-breaking.

Field Ready is leading an exciting 18-month program in response to the coronavirus pandemic. Working with partners on-the-ground, Field Ready will bring its extensive experience in digital and appropriate manufacturing to connect supply and demand, map capabilities and make essential infection control and PPE items for frontline workers, with the aim of reducing the transmission of COVID-19. This program brings together a set of innovative approaches to make an impact in Bangladesh, Iraq, Kenya and Uganda.

#### **POSITION SUMMARY**

The Data Collection Intern(s) will work closely with the program's Global Information Manager to support the implementation of monitoring, evaluation and learning by collecting primary data following Field Ready's tools and processes and assist in field research by conducting interviews and cleaning observation notes with different stakeholders in Bangladesh, Kenya and Uganda.

The majority of the data collection will be conducted remotely (i.e: by phone or e-meetings), however travelling to some places might be required during the assignment to meet our partners and different stakeholders.

We are looking for someone detail-oriented, highly organized and that ideally with some experience conducting qualitative research with a range of different stakeholders across diverse context (perhaps as part of a degree program).

This will be a part-time internship (hours to be agreed) and will run until 30 April 2022. This role will be supported by a small stipend.

#### **RESPONSIBILITIES**

The responsibilities for this task include but are not limited to:

- Collecting data and reports from the different partners about the PPEs and other infection control items that have been already distributed including feedback.
- Conducting qualitative data collection with different stakeholders including health facilities management, NGOs, and local makers
- Participating in debriefings and evaluation as may be required throughout the data collection process by produce reports.

- Ensure there is provision for data confidentiality including data handling with only authorized individuals
- Ensure data integrity and all information are reliable, organized and accurate.
- Regularly communicate and coordinate with the supervisor and other team members to ensure data collection progresses smoothly
- Report incidents, challenges, and any other issues to the supervisor
- Perform any other work-related duties and responsibilities that may be assigned by the supervisor and Global Program Manager.

#### **QUALIFICATIONS AND CHARACTERISTICS**

- **Education:** basic education with equivalent training/experience to field work including data collection and research skills is required, associate degree in social science, global studies and statistics is an advantage.
- **Professional skills:**
  - Experience in data collection (ideally within the NGO, health or humanitarian sectors).
  - Experience in conducting qualitative data collection (i.e., interviews, focus groups and observation notes) is preferred
  - Analytical skills and ability to handle structured and non-structured data.
  - Ability and willingness to do field work.
  - Good communication skills
  - Good team player
  - Some experience in supply market analysis is an advantage.
- **IT Skills:** familiar with KOBO toolbox and MS office (word, excel) an advantage
- **Language:** English and Swahili, other local language is an advantage.
- **Nationality:** applicants must be a national of the country in which they are applying.

#### **TO APPLY**

Please submit your CV along with a short cover email that describes your qualifications, reasons for applying and understanding of the requirements outlined above to [kat.sellers\[at\]fieldready.org](mailto:kat.sellers@fieldready.org) with the subject line 'Data Collection Intern'.

#### **APPLICATION DEADLINE: 17:00 GMT on 25 February 2022**

We are a small organization and due to the very large number of applications we receive, we are unable to provide any feedback on unsuccessful applications.