

## Terms of Reference (TOR)

### Research Assistant

#### Study Title: Examining inequality within Inclusion: Access, Costs, and Learning for Children with Disabilities in Kenya

##### 1. Background

This study seeks to generate comprehensive evidence on access, participation, costs, and learning outcomes for children with disabilities in Nairobi, Kajiado, Kilifi or Narok. Despite strong policy commitments to inclusive education in Kenya, significant disparities persist due to systemic, institutional, and household-level barriers.

Using a mixed-methods approach, the study will examine schooling patterns, cost burdens, system capacity (including Educational Assessment and Resource Centres – EARCs), and lived experiences of learners and caregivers. The findings will inform policy, programming, and advocacy efforts to strengthen inclusive education.

##### 2. Purpose of the Role

The Research Assistant will support the design, coordination, data collection, management, and preliminary analysis of the study. The role is critical in ensuring high-quality, timely, and ethical implementation of research activities across selected urban informal settlements in Nairobi.

##### 3. Key Responsibilities

###### A. Research Design and Preparation

- Support refinement of research tools (questionnaires, interview guides, FGD protocols)
- Participate in tool pre-testing and revisions
- Assist in development of sampling frames (schools and households)
- Support coordination of ethical approval processes and documentation

###### B. Data Collection

- Conduct quantitative data collection (school and household surveys)
- Facilitate qualitative data collection including:
  - Key Informant Interviews (KIIs)
  - Focus Group Discussions (FGDs)
  - In-depth interviews (where applicable)
- Ensure accurate and complete data recording (digital or paper-based)
- Uphold ethical standards, including informed consent and safeguarding protocols

###### C. Data management and Quality Assurance

- Review collected data for completeness and consistency
- Support data entry, cleaning, and validation processes
- Maintain organized and secure data storage systems
- Flag data quality issues and support resolution

###### D. Data Analysis Support

- Assist in basic quantitative analysis (descriptive statistics)
- Support transcription and organization of qualitative data
- Participate in thematic coding and preliminary analysis
- Contribute to triangulation of findings across data sources

###### E. Reporting and Documentation

- Support preparation of field reports and progress updates
- Contribute to synthesis of findings (tables, summaries, emerging insights)
- Assist in drafting sections of the research report where required

## **F. Coordination and Logistics**

- Support coordination with schools, communities, and stakeholders
- Assist in scheduling interviews and field activities
- Ensure adherence to study timelines and fieldwork plans

### **4. Deliverables**

The Research Assistant will be expected to deliver:

- Clean and complete datasets (quantitative and qualitative)
- Transcribed and organized qualitative data
- Fieldwork reports and daily/weekly updates
- Inputs into data analysis and synthesis
- Contributions to draft research report sections

### **5. Duration of task**

- The task will take approximately two-four months from the date of contracting.

### **6. Reporting and Supervision**

The Research Assistant will work closely with the RELI Kenya Country Coordinator, the Principal Investigator and the research team.

### **7. Required Qualifications and Experience**

#### **Education and Experience**

- A Bachelor's degree in Statistics, Education, Social Sciences, Public Policy, Development Studies, or a related field or 5 years' experience in Research and data collection
- Additional training in research methods is an added advantage
- Demonstrated experience in both quantitative and qualitative research methods
- Experience working in urban informal settlements is highly desirable
- Experience working on education, disability, or inclusion-related research is an added advantage

#### **Skills and Competencies**

- Strong data collection and interviewing skills
- Familiarity with digital data collection tools (e.g., KoboToolbox, ODK, SurveyCTO)
- Basic data analysis skills (Excel, SPSS, STATA, or similar)
- Strong organizational and documentation skills
- Excellent communication and interpersonal skills
- Ability to work with vulnerable populations with sensitivity and professionalism

### **8. Ethical Considerations**

The Research Assistant must:

- Adhere to all ethical research standards and protocols
- Ensure informed consent and assent procedures are followed
- Maintain confidentiality and data protection at all times
- Apply safeguarding principles when engaging with children and vulnerable populations

### **9. Remuneration**

Compensation will be aligned with the study budget and commensurate with the experience of the candidate.



# RELI

Regional Education  
Learning Initiative

## 10. How to Apply

Interested candidates are encouraged to submit their cover letter, including the expected remuneration and CV as a single PDF document to [careers@reliafrica.org](mailto:careers@reliafrica.org) by **Friday, May 1, 2026**. Please indicate **“Research Assistant”** in the subject line of the email. Only shortlisted candidates will be contacted.

## 11. Special notice

RELI Africa is an equal opportunity employer committed to creating a diverse and inclusive workplace. All employment decisions are made based on qualifications, experience, and organizational needs. Applicants are not required to make any payments at any stage of the recruitment process.