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Approved by  
Inspector of Labour  
N. [Signature]  
11/12/2024

## Field Research Associates (30), South Sudan Monitoring Evaluation and Learning Support (MELS) Activity, South Sudan

### Company Profile:

Management Systems International (MSI), a Tetra Tech Company, is a Washington, D.C. metro area management consultancy with a 40-year history of delivering results for our clients. Our expertise is in the fields of monitoring and evaluation; democracy and governance; peace and stability; rule of law and accountability; education; gender and inclusion; strategic communications; and leadership and organizational development. MSI has implemented projects in 90 countries around the world such as Colombia, Indonesia, Jordan, Kenya, Mexico, Nigeria, Pakistan, Syria and Ukraine, and works domestically. We support clients ranging from the U.S. Government (e.g., the U.S. Agency for International Development, U.S. Department of Defense, U.S. Departments of State and Labor, and the Millennium Challenge Corporation) to large bilateral and multilateral donors (e.g., the World Bank and the United Nations Development Program). We also work with national and local governments, nongovernmental organizations (NGOs), think tanks, foundations and universities. For more information, please visit our website at [www.msiworldwide.com](http://www.msiworldwide.com).

### Project Summary:

The Monitoring, Evaluation and Learning Support (MELS) activity supports the Mission's implementation of USAID/South Sudan's Strategic Framework (2020-2024) through effective monitoring and evaluation processes in support of adaptive management and ensuring alignment with the USAID Program Cycle, as well as supporting the Mission's organizational learning and knowledge management agenda. The MELS activity serves as the Mission's primary mechanism for monitoring, evaluation, and learning and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning and adapting (CLA); train and build the capacity of USAID staff with a particular focus on Foreign Service Nationals (FSN); promote institutional memory; produce monitoring, evaluation, learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through an efficient use of GIS and other innovative spatial analysis.

USAID/South Sudan has tasked the Monitoring, Evaluation, and Learning Support Activity (MELS) with conducting a midterm performance evaluation of the four-year (2022-2026) Youth Empowerment Activity (YEA). MELS is the Mission's primary monitoring, evaluation, learning, and adaptive management mechanism. The evaluation is expected to recommend evidence-based adjustments to YEA in its final period to improve performance and inform management decision-making for a possible follow-on for design in 2025. This evaluation will focus on five Cohort 1 counties in five states - **Wau in Western Bahr el Ghazal State; Kapoeta North in Eastern Equatoria State; Ulang in Upper Nile State; Leer in Unity State; and Akobo in Jonglei State**. MELS requires short term **30 Field Research Associates**, six in each county, who will be data collectors.

**\*\*Please note: Only South Sudanese citizens are eligible for this position\*\***

### Position Summary:

The Research Associates will play a critical role in data collection, ensuring the accuracy and reliability of the data gathered. They will work closely with the study team to implement research methodologies and contribute to the overall success of the evaluation. The Research Associates will report directly to the Team Lead and will provide regular updates on data collection activities, including any challenges and preliminary findings. The period of performance is up to 12 working days.



**Responsibilities:**

- Conduct field data collection activities, including surveys, interviews, and focus group discussions, in accordance with the established research protocols.
- Ensure the accurate and timely collection of quantitative and qualitative data from diverse populations, adhering to ethical standards and guidelines.
- Assist in developing and testing data collection tools, such as questionnaires and interview guides, to ensure their effectiveness and cultural appropriateness.
- Provide feedback on the usability and clarity of data collection instruments based on field experiences.
- Maintain organized records of all data collected, ensuring proper documentation and storage for future analysis.
- Assist in the preliminary cleaning and organization of data for analysis.
- Work collaboratively with other team members, including MELS staff and the Team Lead, to ensure seamless coordination of data collection efforts.
- Participate in team meetings and contribute to discussions regarding data collection strategies and challenges encountered in the field.
- Adhere to USAID regulations and project-specific guidelines throughout the data collection process.
- Prepare brief reports on data collection progress and any challenges faced, providing insights for ongoing project adjustments.

**Qualifications:**

- Bachelor's degree in a relevant field (e.g., social sciences, public health, international development).
- 3 Years of experience in data collection methodologies, preferably in a research or development context.
- Strong interpersonal and communication skills, with the ability to engage effectively with diverse populations.
- Detail-oriented with strong organizational skills and the ability to manage multiple tasks.
- Familiarity with USAID policies and procedures is an advantage.

MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work.

We do not discriminate on the basis of any protected attribute, including race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, marital or veteran status, pregnancy or disability, or any other basis protected under applicable law. In accordance with applicable law, we make reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as any mental health or physical disability needs.

MSI is an Equal Opportunity Employer/Affirmative Action/Americans with Disabilities/Veterans Employer.

**The closing date for applications is January 3, 2024.**

Please note that due to the urgency of the position, CVs will be reviewed on a rolling basis. And the vacancy maybe filled before the deadline.

To apply please send email to [SSMELS.Recruitment@msi-inc.com](mailto:SSMELS.Recruitment@msi-inc.com) or visit MSI website [www.msiworldwide.com](http://www.msiworldwide.com).

**Reasonable Accommodations:**

MSI is dedicated to hiring an inclusive workforce. If you would like to request reasonable accommodations during the application process, [please visit Tetra Tech's Disability Assistance Page](#). Our recruitment team looks forward to engaging in an interactive process to provide reasonable accommodations for candidates.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

