

JOB DESCRIPTION

(Short-term Assignment)



Qualitative Data Collector – Hindi

No. of positions: 2 positions

Position Details

Type of Employment:	Short-term project-based
Duration of Contract:	~4-5 weeks
Application Deadline:	25 th October, 2022
Expected Start Date:	November (Date TBD)
Remuneration	Rs. 40,000/- to 45,000/- based on experience

About The Organisation

Aparna Bhasin Consulting (ABC) supports not-for-profit organisations, foundations, educational institutions and CSR campaigns maximise their impact. While ABC began its journey specialising in the areas of education and child and adolescent development, we now work in a number of thematic areas of social impact.

We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. ABC provides services in areas including, but not limited to strategic advisory, programming, research, impact assessment, and organisational development. You can read more about the partners we work with, the projects we work on, and about our team at www.aparnabhasinconsulting.com

Summary of the Project

ABC is conducting a research study on behalf of a Mumbai-based NGO which works with some of the most marginalised communities amongst the city's urban-poor. To this end, they help provide basic amenities to individuals, empower local communities, and advocate and work with Government. As part of the study, ABC will be collecting qualitative data through Focus Group Discussions and Interviews with individuals and groups amongst slum communities in Mumbai.

Duties & Responsibilities

The candidate will be responsible for the following:

- Translating interview guides from English to Hindi or Marathi
- Conducting up to:
 - 10 interviews
 - 10 Focus Group Discussions
- Maintaining record of interviews/FGDs
- Providing detailed notes in the provided formats for FGDs and Interviews

Important: The role will involve visiting field locations in Mumbai in person

Desired Candidate Background

Candidates interested in the position should meet the following criteria:

- **Fluency in Hindi and English**
- **Ability to speak Marathi preferred**
- Undergraduate degree in any research oriented discipline
- 4 years of prior work experience in the non-profit/social development sector, working directly with beneficiaries/communities in the field
 - Experience in a role involving qualitative research is beneficial
- Proficiency in Microsoft Word and Excel
- Demonstrable ability to work independently
- Self-motivated and organised, with an attention to detail

Application Process

To apply, please send the following documents to info@aparnabhasinconsulting.com:

- Up to date CV
- Letter of Motivation, which includes the following:
 - Why you are qualified for the role
 - Any relevant experience matching the expected duties and responsibilities

Important: Please mention the following in the Address Line: *[Your Name] – Application for Qualitative Data Collector (Hindi)*