

TOR for Research Assistants for the social protection mechanisms and local health systems study – 40 Positions

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally. At the core of this network, are civil society members, a group of civil society organisations working with older people around the world. These organisations share a vision of a world in which all older people are valued, and lead dignified, healthy and secure lives.

HelpAge is currently implementing two projects; *The Better Health Program for Older People in Africa (BHOPA 2)*, and *Inua Jamii: Innovation Towards Social Protection for Older People in Urban Settings in Kenya (IJIK)*. BHOPA 2 aims at contributing to the better health and wellbeing, and reducing the burden of diseases, for older women and men, and those with disabilities, while IJIK seeks to improve the systems and accessibility of social protection programmes for marginalised older women and men in urban communities. The projects are implemented in Kibra and Goretetti sub-counties of Nairobi.

As part of learning and evidence generation to inform program implementation and development, HelpAge, with technical leadership of the Population Studies and Research Institute (PSRI), University of Nairobi, is carrying out a Longitudinal Study on the impact of social protection interventions on health and wellbeing of older people as well as the impacts of intersections between social protection and health systems on the health outcomes for older persons.

To actualize the study, HelpAge is looking for Research Assistants to work under the direct supervision of the Programme Manager Research, Evidence and Learning (PM-REL) and overall supervision by the Principal Investigators.

Key Responsibilities:

- Attend the full study training to understand the purpose and intent of the study, clear roles and responsibilities, as well as the plan for implementation.
- Work in close collaboration with study management team in Kibra and Dagoretti and to ensure that all eligible respondents are enrolled into the study.
- Collect relevant study data using tablets from enrolled respondents in the two areas.

- Ensure data collected is safely transmitted to the designated central repository.
- Provide routine progress reports to the study coordinator.
- Ensure data quality by responding to the PM REL's queries.
- Perform other duties and responsibilities as may be assigned.
- Administer study instruments in accordance with study guidelines
- Process Informed Consent to study respondents
- Self-edit all completed interviews to ensure quality data
- Harmonize any inconsistencies that arise in the data and update all relevant changes accordingly
- Submit work and work reports on time
- Synchronize and perform daily data back-up
- Be project ambassadors in the communities
- Uphold HelpAge International Safeguarding and protection policies, prevent harm and abuse of our people, operations and programmes, as well as report all safeguarding incidents seen, heard about or suspected, using our internal reporting mechanism.

Minimum Qualifications:

To be selected, research assistants should have the following minimum qualifications:

- Bachelor's degree or Diploma in public health, health-related field, social sciences, Monitoring and Evaluation, or other social research-related field.
- Knowledge and understanding of social research issues, specifically regarding ageing.
- Strong interpersonal skills and ability to work well with older persons and diverse teams.
- A commitment to adhere to our values, equal opportunities, respect and dignity, safeguarding, health and safety and data protection policies.
- Excellent interpersonal and written communication skills.
- Computer literate with a good understanding of basic computer operations and applications including data collection gadgets.
- Previous experience in data collection.
- Willingness to work in slum settings of Kibra or Dagoretti for the duration of the research project.
- Fluency in English and Kiswahili.