



Terms of Reference KoboToolbox Development Consultant

Background

World Education (WE) has been operational in the Lao PDR since 1992. WE has worked in a number of sectors (agriculture, education, health, microfinance, and repatriation) over the past 25 years. Projects are currently focused on: Education, Health, Mine Action, and Economic Development, with disability and gender as cross-cutting issues.

1. **Mine Action:** addressing the needs of unexploded ordnance (UXO) accident survivors and their families;
2. **Education:** coordinating a UXO education and awareness program in primary schools in the 49 districts of eleven provinces that are most heavily impacted by UXO;
3. **Health:** implementing an integrated disability inclusion project with multiple partners; providing training in First Aid to Village Health Volunteers; and
4. **Economic Development:** establishing a Women's Entrepreneurial Centre in Vientiane.

In implementing these activities, World Education works in partnership with relevant Government of Lao PDR agencies, including the Ministry of Health, Ministry of Education and Sports, Ministry of Labour and Social Welfare, Ministry of Industry and Commerce, National Regulatory Authority, and Ministry of Foreign Affairs. To learn more, visit us at www.worlded.org or www.laos.worlded.org

Rationale

World Education will implement Research on UXO Survivors during a 7-month study (September 2024 – April 2025). Building on our Mine Action and Explosive Ordnance Risk Education (EORE) work in Lao PDR, this research study intends to better develop a clear understanding of the factors that lead to UXO accidents and the ongoing needs of survivors and their communities. The findings will be used to inform future interventions.

WE will develop and pilot a survey to be administered to UXO survivors. Survey questions will be a mix of quantitative (e.g., multiple choice, Likert scale) and qualitative (e.g., short answers to collect more descriptive data). WE's research team will collect data using Kobo Toolbox on tablets.

WE is seeking a short-term consultant to create a usable tool on Kobo Toolbox and then train our research data team on how to use and update it. Additionally, this consultant will provide support after the creation of the tool and help with any questions or problems that arise.

Consultancy objectives

1. Evaluate trainees' existing knowledge of Kobo Toolbox, learning needs, and preferred methods of learning, and determine how best to support everyone in the team given their different levels of Kobo knowledge, learning paces, and expected outcomes.
2. Follow up by providing ongoing technical support/ coaching to all trainees in applying what they have learned from the Kobo training to their work.



Time frame

- October 1-14, 2024 - Open for applications
- October 15-18, 2024: Review the CVs of applications, shortlist candidates, and conduct interviews
- November 1-29, 2024: Contract preparation/ signing, consultant desk review, and work plan

Qualifications

- Degree in a relevant subject.
- 8+ years of experience in using and working with Kobo Toolbox, providing training to other NGOs, local NPAs, and companies.
- Comprehensive experience in training and coaching individuals on Kobo Toolbox, with the ability to work effectively with organizations and staff members at varying levels of capacity.
- Significant experience in MEL tools, including preferred proficiency in database development
- Open to all nationalities
- Available to start immediately; in-person preferred
- Lao speaker or spoken Lao language an advantage

Application deadline is October 14

Expected input (days): 10-15 days between November 1-December 10

Applicants should submit a current CV and letter of interest detailing their relevant experience and proposed daily rate (in LAK) to cheunkhanly_mouanvongsa@la.worlded.org and sovanna_carnellguyon@worlded.org

World Education, Ban Phiawat, Sisattanak District, Vientiane Capital (PO Box 6782)

Tel: 214 524, 222 439; Fax: 217553;

World Education is an equal opportunity employer and encourages the applications of women, ethnic minorities, and people with disabilities. Reasonable accommodations will be provided for persons with disabilities to execute their duties and participate fully in the workplace as required.