

## Vacancy

### Literacy and Numeracy Study Manager (Myanmar National Only)

<b>Position Title:</b>	Literacy and Numeracy Study Manager (Myanmar National Only)
<b>Duty Station:</b>	Yangon, Myanmar
<b>Line Manager(s):</b>	Education and Protection Programme Manager
<b>Project Name:</b>	ASER Literacy and Numeracy Study
<b>Period of Assignment:</b>	From July 2024 to March 2025

## 1. Objectives

**The Study Manager will lead** the ASER numeracy and literacy survey process together with Organization, and in coordination with lead partners/funding organizations, to deliver the following objectives:

1. To establish the assessment sample size, ensuring representative data collection at the State/Region and Township levels.
2. To conduct the ASER assessment across target locations to establish a baseline by pre-testing at the start of project implementation, and for lead partner/funding organization an endline at the end of project implementation.
3. Responsible for overall data quality assurance, including developing data collection plan and quality assurance protocols, coordinate and oversee the work of eight field supervisors
4. To produce project specific and consolidated ASER reports on children's learning levels to guide programmatic adaptation and decision-making processes4. Study Methodology

### Targeting

The LNSM will coordinate with lead partners/funding organizations and Organization to determine the specific locations to be included under the study, taking the following variables into account; access and overall security, partner capacity, and feasible timeframe. **Sampling Design and Methodology**

The LNSM will, in coordination with Organization MEAL Department and Global Education Advisers, provide a detailed sampling methodology to generate statistically significant and representative results, while accounting for the available timeframe, access and security restrictions and available resources to conduct this study. The sample size should be calculated based on the study population size, allowing for the overall confidence level of 95% and a margin of error (confidence interval) of 5%.

The study will utilise the ASER tool, which has already been translated into Burmese and contextualised to the Myanmar context.

## Lessons Learned Workshop

The LNSM will be responsible for organizing a lessons learned workshop with SCI and their partner CSO staff to review their existing experience using the ASER tool, documenting any challenges and lessons learned.

These lessons will feed into the final study design and methodology to ensure that existing challenges and risks related to data collection, accuracy and analysis are mitigated.

## Training

The LNSM will oversee the preparation of training materials and the delivery of training to Field Supervisors and enumerators, as well as, where relevant SCI, UNICEF and their partner CSO staff. Training itself will be provided by Organization trainers. The LNSM will be present at all trainings, taking notes on any points raised or potential challenges and risks, ensuring that these are recorded and, where relevant, mitigated.

## Data collection process

The LNSM will be responsible for overseeing the full data collection process. Data will be collected at the learning space level by **up to 100 enumerators** on the electronic data collection and processing tool 'Kobo' using Android enabled tablets. This process will be directly overseen by a Field Supervisor in each area. The LNSM will:

- coordinate and monitor the data collection process, including a pilot data collection phase, process to review findings from the pilot and adjustments to the approach according to these findings.
- ensure that adequate support is provided to Field Supervisors and enumerators throughout data collection. This may include for example, coordinating regular check in meetings with staff, organising on-the-job training/mentoring sessions provided by Organization's Education Specialist and ASER trainers, ensuring that all staff have access to a 'tip sheet' on how to collect data, and organising ad-hoc review processes to verify data accuracy.
- check that data is accurately entered into the appropriate platform and that it is clean and ready for analysis

## Data analysis and reporting

The LNSM is responsible for coordinating the data analysis and reporting process, ensuring that data is analysed in a timely fashion and that a comprehensive final report detailing all findings is developed. Whilst the report will predominantly be written by Organization's Global Education Advisers, the LNSM is expected to make significant contributions to the drafting process.

## Ethics

The study will include the following considerations to ensure that the assessment process and data management is ethical and principle-based:

Topic	Organization's approach
<b>Child participation</b>	<p>Organization will ensure that children's rights, as outlined in the UNCRC are respected. This includes ensuring that the assessment process is transparent and informative, and that it respects their rights and reality. Children will be provided with accurate information on the purpose and relevance of the study, its approach, and how data will be used. This information will be provided in child-friendly formats to ensure that children fully understand the process and can make an informed decision about whether to participate in the process. It will be made very clear to them that their participation is voluntary and that they can opt out at any stage of the process.</p>
<b>Inclusive</b>	<p>Organization will prioritize inclusivity of the study, ensuring that girls and boys of different ages and abilities are provided with the opportunity to participate. The study will ensure that at least 50% of participants are female, supporting their participation through the recruitment of female enumerators with whom girls are likely to feel more comfortable. Population data will inform the inclusion of children with disabilities in the study – which is estimated to be at 5% of the study population. The geographic spread of the study will include different language speakers, ethnicities and religions. Where possible, Organization will record and disaggregate data as per these parameters. Enumerators will be hired from local areas to ensure that instructions and information sharing are provided in children's mother-tongue and/or local languages.</p>
<b>Ethical</b>	<p>Organization will ensure adherence to all ethical considerations during the assessment and reporting process. This includes following Organization's safeguarding policy, ensuring the highest standards towards children and adults are upheld by Organization staff and contractors. All Organization's work will be sensitive to the cultural contexts of Myanmar including conflict sensitivity. Information will be shared openly with children, schools and communities so they are able to understand the purpose of the assessment and how the data gathered will be used. Furthermore, informed consent will be collected from all assessment participants and/or their caregivers before data collection. Organization will strictly adhere to confidentiality and data protection standards as</p> <p>This includes ensuring that the assessment process is transparent and informative, and that it respects their rights and reality. Children will be provided with accurate information on the purpose and relevance of the study, its approach, and how data will be used. This information will be provided in child-friendly formats to ensure that children fully understand the process and can make an informed decision about whether to participate in the process. It will be made very clear to them that their participation is voluntary and that they can opt out at any stage of the process.</p>

## 2. General Conditions

**Expected start date:** As Soon As Possible

**Payment Schedule:** The LNSM will be paid on a monthly basis following submission of a detailed Timesheet indicating the number of hours worked each day, and the tasks accomplished. The LNSM will be paid according to Organization salary scale

**Logistics:** The fieldwork logistics will be organized by the LNSM, with the support of Organization operations team.

## 3. Requirements

- University degree in education, development studies, statistics, migration or other related fields
- At least 5 years of proven experience in the education sector and/or in field research in Myanmar
- Proven knowledge of conducting literacy and numeracy assessment, and/or quantitative research methods and data analysis using SPSS, Stata, R or other relevant software
- Excellent organizational skills and attention to details
- Excellent communication and coordination skills
- Proven understanding of the Myanmar context
- Ability to work both independently and in a flexible manner
- Fluency in English required
- Excellent report writing skills in English

## 4. Application Procedure

Qualified candidates are requested to submit in 1 PDF file the following (with at least 2 contacts for reference), no later than **July 12<sup>th</sup> 2024**, to our following application form Link [here](#). Please note that only shortlisted candidates will be contacted for interviews or written tests. Due to the urgency of the position candidates will be selected on a rolling basis.

- An updated curriculum vitae showing how the LNSM meets the required qualifications, experience and related assignments conducted in the past. This should include contact details of organizations where the assignment was conducted or individual contact details with referee's information.
- Sample of the similar study conducted by the LNSM