



USC-Office of Population Studies Foundation, Inc.
University of San Carlos
Talamban, Cebu City, Philippines
Phone/Fax #: (63-32) 346-6050
Website: <http://opsusc.org>



CALL FOR FOUR RESEARCH ASSISTANTS
22 April 2025

TO ALL INTERESTED PARTIES:

The USC-OFFICE of POPULATION STUDIES FOUNDATION, INC (OPS) is now preparing its recent qualitative study materials for sharing with the United Nations Population Fund (UNFPA) and other study owners. Part of the preparation will be the editing of transcripts and organizing the transcript collections intended for sharing.

In this regard, the OPS is inviting interested parties to respond to this call for four (4) research assistants. We need two (2) research assistants who are capable of doing editing and organizing work on Cebuano and English-translated transcripts, and also two (2) research assistants who are capable of doing editing and organizing work on Waray and English-translated transcripts. Attached is a copy of the Terms of Reference.

Should you be interested in this research assistant work, please submit your application letter, curriculum vitae with references for verification **not later than 10 May 2025**.

Sincerely,

A handwritten signature in black ink, reading 'Sonny A. Bechayda'.

Sonny A. Bechayda
Project Leader, CEFMU project
USC-Office of Population Studies Foundation Inc.



A STUDY ON CHILD, EARLY AND FORCED MARRIAGES AND UNIONS (CEFMU) IN THE PHILIPPINES:

Terms of Reference (TOR)

Research Assistant

22 April 2025

A. Project background:

The United Nations Population Fund (UNFPA) has commissioned the USC-OFFICE OF POPULATION STUDIES FOUNDATION, INC. (OPS) to conduct the CEFMU Study which examines the etiology, patterns and consequences of child unions and marriages in Eastern Visayas (Region 8). Data collection and analysis work, and the preparation of the Final Report and three Policy Briefs were completed in 2024. For 2025, the CEFMU Study activities include additional analyses, finalization of reports and policy briefs, and dissemination activities. It also included finalizing a transcript database for sharing with data owners and collaborators, in particular the UNFPA.

B. Scope of work

This research assistant job requires someone with who knows how to edit transcripts in original language (Cebuano or Waray) and in their translated version (English). It also requires ability to compile the transcripts into a directory, with proper labels, in a cloud storage for easier access by OPS and the data owners and collaborators.

The tasks covered by this research assistant work includes:

- Editing transcripts in the vernacular (Cebuano/ Waray)
- Editing transcripts translated into English
- Preparing “masked” transcripts that hides personal identifiers of the interviewee
- Organizing the transcripts into a directory
- Uploading the directory into a cloud-based storage
- Performing other tasks as needed

C. Deliverables

In accordance with the scope of work outlined in Section B, the research assistant is expected to complete the following:

- Edited vernacular transcripts (Cebuano/ Waray)
- Edited English transcripts
- Masked transcripts (Vernacular and English)
- Transcripts directory, properly labeled and titled

D. Contract Period: May 16- December 20, 2025

E. Application Procedure

Interested candidates are hereby requested to send application to USC-Office of Population Studies Foundation, Inc., University of San Carlos, Talamban, Cebu City or via email to opsfoundation@opsusc.org indicating “Application Submission: Research Assistant” in the subject line of the email, not later than May 10, 2025. The application should contain the following: a) Letter of Confirmation of Interest, b) personal CV indicating professional qualifications and references