



**USC-Office of Population Studies Foundation, Inc.  
University of San Carlos**

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LONGITUDINAL COHORT STUDY ON THE FILIPINO CHILD (LCSFC)  
Qualitative Study (2023 Follow-Up)  
**Terms of Reference (TOR)**  
**Qualitative Study Consultant and Project Coordinator for Visayas**  
Date: 01 June 2023

Please refer to TOR Appendix 1 for an overview of the LCSFC

**A. Objectives of Hiring a Qualitative Study Consultant (Project Coordinator for Visayas)**

The LCSFC needs a qualitative study specialist who will assist the USC-Office of the Population Studies Foundation, Inc. (OPS) in designing the follow-up study data collection and processing protocols, prepare the in-depth interview guides, oversee the translation of IDI guides and consent forms, conduct the data collection training in Luzon, Visayas and Mindanao, and oversee, along with the USC-Center for Social Research and Education (CSRE), data collection and data processing operations in the Visayas.

**B. Desired Qualifications**

1. Must have at least a master's degree in social sciences
2. Must have extensive experience conducting qualitative research (qualitative data collection and processing)
3. Must have extensive experience in training qualitative research data collection teams
4. Previous experience working with the OPS in conducting qualitative research is highly preferred

**C. Scope of Work**

The work covered by this consultancy includes:

1. Works with OPS in planning and implementing qualitative data collection operations, including preparations, translations, and finalization of in-depth interview guides
2. Assists OPS in training the qualitative field personnel in Luzon, Visayas, and Mindanao and ensures that all domain-hired personnel complete the required qualitative data collection training
3. Assists USC-CSRE in drafting the inception report and in recruiting and screening qualified field personnel for data collection
4. Assists USC-CSRE in the overall supervision and monitoring of data collection operations in the Visayas from initiation until completion
5. Conducts oversight of data processing activities (transcription, translation, coding)
6. Ensures that Visayas data collection personnel complete the debriefing sessions at the end of data collection
7. Participates in the dissemination of project information and results
8. Performs other tasks deemed necessary to achieve the study objectives

**D. Consultancy Contract Period: June 01, 2023 to December 15, 2023**

## E. Deliverables

The consultant is expected to provide the following deliverables on the corresponding completion dates:

1. Draft of IDI guides (Child and Mother/Caregiver)  
**Target submission date: on or before June 30, 2023**
  
2. Proof of participation in drafting CSRE's inception report & field staff recruitment  
Proof of participation in CSRE's planning, deployment, and data collection activities  
Final and translated versions of IDI Guides (Child and Mother/Caregiver) & Consent Forms  
**Target submission date: on or before July 31, 2023**
  
3. Certification of completed training conducted in Luzon, Visayas, and Mindanao  
Training manual on qualitative data collection  
**Target submission date: on or before August 31, 2023**
  
4. Progress report on CSRE's data collection and data processing (transcription/translation/coding) activities  
**Target submission date: on or before September 30, 2023**
  
5. Status report on CSRE's data processing (coding and encoding of transcript)  
Proof of debriefing participation, edits, and comments on CSRE's debriefing report  
**Target submission date: on or before October 31, 2023**
  
6. Progress report on CSRE's data processing (coding and encoding of transcript)  
**Target submission date: on or before December 15, 2023**

## G. Allowed charges:

1. Consultancy fee
2. Cost of travel (as justified: includes air/boat/ground transportation, accommodation and meals) for the training of qualitative field personnel in the three domains (Luzon, Visayas, Mindanao)