



## Scope of Work for Research Assistant

**Job Title:** Caribbean Research Assistant

**Classification:** Short-term Consultant

**Timeframe:** September 2026 – December 2026

**Number of Positions:** 7 (one in each of the following countries: Grenada, Trinidad & Tobago, Antigua & Barbuda, St. Vincent & the Grenadines, Dominica, St. Kitts & Nevis, and St. Lucia)

**Estimated Workload:** Up to 5 days

**Job Description:** Inclusive Development Partners (IDP) is seeking a pool of Research Assistants in (Grenada, Trinidad & Tobago, Antigua & Barbuda, St. Vincent & the Grenadines, Dominica, St. Kitts & Nevis, and St. Lucia) for a short-term assignment in the Caribbean region. IDP is currently developing situation analysis reports on children with disabilities in each country. The Research Assistant will be responsible for supporting data collection and entry for their respective country during this study.

### Minimum Qualifications:

- Current local resident of the country for which the consultancy application is submitted
- Reliable access to a working personal computer and internet.
- At least 3 years of professional experience, including:
  - At least 2 years of experience in data collection, research, or evaluation work.
- Fluency in English is required, **and** the local language used for data collection.
- Excellent computer and technology skills, including the ability to type quickly and accurately, use virtual communication platforms, record interviews, and schedule virtual meetings.
- Bachelor's degree in education, research and evaluation, social sciences, or a related field.
- Highly reliable, trustworthy, and responsive to tasks in a timely and efficient manner.
- Availability during the time and duration specified without conflict with other employment.

### Desired Qualifications:

- Professional experience working with persons with disabilities.
- Understanding of public services including education systems, health sector, social services, and workforce development, particularly as they relate to persons with disabilities.
- Excellent data analysis and report writing skills.



- Familiarity with the Washington Group Child Functioning Module or similar disability data-collection tools

### **Responsibilities:**

The local researcher shall, in close collaboration with the IDP team, perform activities that include:

- Attend regular meetings virtually and respond to regular emails in a timely manner
- Prepare for data collection in assigned country, including phoning stakeholders, preparing invitations, organizing travel logistics, and scheduling meetings
- Translate data collection tools from English to local languages as needed
- Conduct in-person, virtual, and phone-based data collection, including In-Depth Interviews (IDIs) and Focus Group Discussions (FGDs), in local language and/or English
  - independently lead virtual and local data collection in the absence of an in-person international visit
- Stakeholders will include children and youth with disabilities, their caregivers, community members, government personnel, civil society organizations, and others
- Make recordings and take detailed notes during data collection activities
- Lead data entry efforts, including back-translating from local language to English, typing meeting notes, or inputting data into other formats as requested
- Ensure all research efforts are conducted with quality, fidelity, professionalism, and timeliness
- Support data analysis and report writing as requested

### **Application Process:**

Interested applicants should submit their CV and cover letter to [info@inclusivedevpartners.com](mailto:info@inclusivedevpartners.com) by September 17, 2026. Submission of emails should be titled "Caribbean Research Assistant." Only shortlisted candidates will be contacted.

As this study focuses on the lived experience of children with disabilities in the Caribbean Islands, persons with disabilities are strongly encouraged to apply for this role.

### **Equal Opportunity Employer:**

We are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.