

Terms of Reference (ToT) for Conducting Qualitative Data Analysis Training using NVivo

Background Information

Deutsche Welthungerhilfe e. V. (WHH) is one of the largest non-governmental organizations in Germany operating in the humanitarian assistance and development fields. It was established in 1962 like the German section of the “Freedom from Hunger Campaign,” one of the world’s first initiatives to eradicate hunger. WHH was officially registered in Türkiye in 2013 to respond to the Syrian crisis by providing emergency food aid and other relief items to the most vulnerable refugees in South-Eastern Türkiye and internally displaced persons in North-western Syria.

As the conflict in Syria continued and the humanitarian crisis worsened, WHH expanded its work in the region and adopted a more comprehensive approach to strengthening people's resilience. Through its regional programme, WHH supports Syrians living in Türkiye and Lebanon, internally displaced persons (IDPs), and host communities in North-west Syria with projects focused on increasing food security and reducing poverty. WHH’s interventions include life-saving humanitarian assistance, shelter, protection financial support, small-scale agricultural, and the rehabilitation of water, sanitation, and hygiene infrastructure (WASH). WHH also plays a supporting role in providing access to existing protection and social care services through its case management interventions.

A recent MEAL self-capacity assessment conducted by WHH unearthed gaps in the capacity of staff in qualitative data analysis and reporting. As part of capacity building plan, WHH secured funding to train the core MEAL team in qualitative data analysis and reporting using Nvivo software. NVivo is a qualitative data analysis software which allows systematic capture and analysis of qualitative data such as open-ended survey interviews in evaluations to allow focused reporting.

Objectives of the training

The main objective of the training is to equip the participants with advanced qualitative data analysis and reporting skills, and independently use NVivo software for qualitative data analysis. The specific training objectives include.

- Ensure the participants have a clear understanding and interact with qualitative data
- Expose the participants to NVivo tools and the key features of qualitative analysis
- Ensure participants manipulate, master, and analyse data using Nvivo software, including generating descriptive, interpretive, and analytic codes using induction and deduction modules
- Ensure participants are able to produce queries and reports in NVivo
- Equip participants with skills to import and classify text, multimedia, survey, webpages, and tweet data and extract data using Nvivo
- To generate graphic displays to present findings using models, tables, and networks.

Scope of the assignment

WHH proposes instructor-led face-to-face training. The training is expected to focus on the following;

- Introduction to qualitative research methods
- Formulating qualitative research questions based on problem analysis
- Qualitative interviewing-theory and practice
- Focus groups on qualitative research theory and practice

- Preliminaries of qualitative data analysis
- Qualitative data management and analysis Using Nvivo
- Design a feasible, consistent, and logical small-scale qualitative research proposal
- Qualitative analysis results and interpretation
- Triangulating results and sources
- Qualitative research report preparation.

Target audience

The training targets 5 participants, mainly the Monitoring Evaluation Accountability and Learning (MEAL) staff.

Timeframe/schedule

The duration of the training shall be 5 days (8 hours per-day). The training shall be conducted on 25-29 September 2023. However, preliminary works including preparation of the training materials may begin earlier.

Confidentiality

All documents and data shared with the Consultant to prepare the training materials are confidential and must be used solely for the training purpose. The deliverables and all materials linked to the Nvivo training prepared by the trainer or participants shall remain confidential and property of the contracting party.

Expertise of the Consultants

The service provider should have the following qualifications:

- Education: University Degree in Statistics, Social Sciences, IT, Computer Science, or any relevant field
- Certified trainer in Qualitative Research and Nvivo training
- Demonstrated experience and success in delivering similar training
- Good administration and interpersonal skills
- Experience in monitoring and evaluation of emergency and development projects in international NGOs.
- Fluent in English.

Technical and Financial offer

The applicants must provide the following:

- The company profile (in the case of a company)
- The Curriculum Vitae (CVs) of the training instructor with evidence of Nvivo certification
- Technical proposal outlining the suitability of the service provider in providing Nvivo training
- References including names and contact information from the previous clients who can be contacted regarding the relevant experience
- Proposed Nvivo training content and schedule
- Detailed breakdown of costs quoted in Euro for the 5 days instructor-led training, including any other anticipated costs to be incurred while undertaking the training.

Selection criteria

The following ranking criteria will be considered for the contract granting:

Evaluation criteria	Expectations	Max score (%)
Technical qualifications and competence of the Consultant	-Trainer must have a University Degree in the following fields: Information Sciences, Computer Science, Demography, Statistics, Economics, or a related field -Certification in Qualitative Research and Nvivo training	10%
Demonstrated experience in conducting the Qualitative Data Analysis Training using NVivo	-The Consultant must have at least 3 years demonstrated experience in delivering similar trainings -Valid references with their contacts and evidence of previous similar work done	15%
The proposed training content	-The proposed content of the qualitative data analysis using Nvivo software is adequate to meet the needs -A very clear training schedule presented	40%
Proposed methodology for the delivery of training content	The Consultant uses a blend of participatory and practical approaches	15%
Financial proposal	Clear and realistic budget (with clear breakdown)	20%
Total		100%