

Terms of Reference

Title: Administration and Analysis of a Questionnaire

1. Background and Context

Wetlands International is dedicated to the conservation and restoration of wetlands worldwide. In Eastern Africa, fostering a culture of collaboration and teamwork is essential for achieving our organizational goals and enhancing the effectiveness of our programs. Wetlands International Eastern African Office, as part of Senior leadership development exercise is planning determine/ evaluate the current state of collaboration and teamwork across our offices in the region. Hence, these Terms of Reference (ToR) outline the objectives, scope, and responsibilities related to the administration and analysis of a questionnaire.

Objective

The primary objective of this project is to conduct a staff/employee survey by use of the questionnaire effectively to the target population, analyze the collected data, and provide comprehensive insights and recommendations based on the findings. The insights will be used to enhance/strengthen/cultivate collaboration and teamwork across our offices in the region

Scope of Work

The scope of work includes:

- **Questionnaire Design and Preparation:**

- Review and finalize the questionnaire content developed by the Office.
- Ensure clarity, relevance, and appropriateness of questions.
- Prepare necessary documentation, including consent forms and instructions.

- **Administration:**

- Identify and recruit the target population.
- Administer the questionnaire through appropriate channels (e.g., online, paper-based).

- Monitor response rates and follow up as needed to maximize participation.
- Address any issues or queries from respondents.

- **Data Collection:**

- Conduct a survey and interviews (if necessary) with staff across all offices
- Ensure data integrity and confidentiality.

- **Data Analysis:**

- Clean and pre-process the data.
- Perform statistical and qualitative analyses as required.
- Interpret findings and identify key trends and patterns.

- **Reporting:**

- Prepare a detailed report, supported with visual representations (charts and graphs), of the findings, conclusions, and recommendations.

- **Feedback and Review:**

- Share preliminary findings with stakeholders for feedback.
- Revise the report as necessary based on feedback.
- Present the final report to the lead team.

2. Deliverables

- Questionnaire Finalization Document (Final Survey questionnaires)
- Initial Findings Presentation: A presentation summarizing preliminary findings and insights
- Final Report: A detailed report including:
 - - Executive summary
 - - Methodology

- - Findings and analysis
- - Recommendations
- - Action Plan: A proposed action plan for implementing recommendations.

3. Qualifications and Experience

Qualifications

- A minimum of bachelor's in human resource management, Organizational Development, and other related fields.

Experience

- At least 5 years of experience in organizational assessment, team dynamics, or human resources.
- Proven track record in conducting assessments or evaluations of organizational culture and teamwork.
- Strong analytical skills with the ability to interpret qualitative and quantitative data.
- Excellent communication and interpersonal skills for conducting online surveys and interview.
- Experience in designing and implementing surveys and focus groups.
- Familiarity with best practices in team collaboration and organizational development.
- Questionnaire design and administration.
- Well versed in matters organizational culture.
- Data collection and management
- Statistical analysis techniques
- Data visualization
- Report writing

4. Timeline

- Questionnaire review and finalization: [Two days]
- Administration of Questionnaire and Data Collection: [5 days]
- Data Analysis and Reporting: [5 days]

5. Reporting and Communication

- **Progress Reports:** Weekly updates on the status of the project.
- **Final Report:** To be presented by 29th November 2024.
- **Meetings:** Regular meetings to review progress and address any issues.

6. Submission Deadline

The proposal should be submitted to hreastafrica@wetlands-eafrica.org with the subject line “*WIEA Employee Survey*”. The deadline for submission of proposals is **1st November, 2024**. We appreciate all interested in this opportunity, but only shortlisted candidates will be contacted.