



Recruitment of Qualitative Research Assistants and Transcribers for the Formative Assessment of the Women's Empowerment Farmer Business School (WE-FBS) in Kilifi County, Kenya

1. BACKGROUND

CBCC Africa is a Kenyan organization committed to delivering locally driven, comprehensive Social and Behaviour Change (SBC) solutions across diverse sectors through evidence-based programming, innovative approaches, and strengthened partnerships. With proven expertise in SBC program design, planning, implementation, evaluation, training, capacity building, and research, we are dedicated to transforming communities and fostering lasting societal change. Our work contributes to advancing SBC policy and practice in Kenya and across Africa, driving meaningful and sustainable impact.

2. ROLE SUMMARY

Women's participation in agribusiness remains significantly constrained by structural, social, and economic barriers that limit their access to resources, markets, and decision-making power. In Kilifi County, research shows that these challenges are further compounded by deeply entrenched gender norms, financial exclusion, and limited agribusiness training opportunities for women. This research therefore seeks to answer how WE-FBS can be effectively implemented in Kilifi County to enhance women's access to agribusiness opportunities, challenge restrictive gender norms, and improve their economic potential.

The Women's Empowerment Farmer Business School (WE-FBS) program is being implemented in Kilifi County with support from Food and Agriculture Organization (FAO Rome, Italy and Kenya); Pwani University, Amplio and CBCC Africa. The program aims to strengthen women's entrepreneurship skills, improve gender equality in agribusiness, and enhance women's access to markets and financial resources. A formative assessment will be conducted across Ganze, Magarini, Kilifi North, and Kilifi South sub-counties to generate insights on gender roles, decision-making, financial inclusion, market access, and social norms affecting women's participation in agribusiness.

To facilitate this process, CBCC Africa seeks to recruit Qualitative Research Assistants and Transcribers based in Kilifi County to support data collection, and transcription of the assessment.

3. POSITIONS & RESPONSIBILITIES

3.1. Qualitative Research Assistants

Key Responsibilities

- Conduct Focus Group Discussions (FGDs) and Key Informant Interviews (KIs) with various stakeholders, including women farmers, cooperatives, financial institutions, and policymakers.
- Ensure ethical data collection by obtaining informed consent from all participants.
- Take detailed field notes and record interviews while ensuring high-quality audio capture.
- Translate and interpret discussions where necessary.
- Work closely with supervisors to ensure data quality and completeness.
- Adhere to gender-sensitive research protocols and maintain participant confidentiality.



Qualifications & Requirements

1. Masters's or bachelor's in agriculture, Social Sciences, Gender Studies, Anthropology, Development Studies, or a related field.
2. Prior experience conducting qualitative research, FGDs, and KIIs in community settings, preferably in Kilifi County.
3. Strong communication and facilitation skills, with fluency in English, Swahili, and local dialects (e.g., **Giriama, Chonyi, Kauma or other Mijikenda languages**).
4. Knowledge of gender-sensitive research methodologies and experience working with women's empowerment programs is an advantage.
5. Ability to travel within Kilifi County and work in diverse community settings.

3.2. Transcribers

Key Responsibilities

- Transcribe FGDs and KIIs accurately verbatim in English while maintaining the integrity of the discussions.
- Translate key sections from local dialects into English.
- Ensure high-quality, verbatim transcripts, identifying key themes related to gender, market access, financial literacy, and agribusiness.
- Maintain confidentiality and secure handling of all recorded data.
- Work under tight deadlines to provide timely transcriptions for analysis.

Qualifications & Requirements

1. Diploma or bachelor's degree in agriculture,
2. Communications, Social Sciences, or a related field.
3. Prior experience in **transcribing qualitative research interviews or FGDs**.
4. Excellent listening, typing, and editing skills, with strong attention to detail.
5. Fluency in English, Swahili and proficiency in local dialects (Giriama, Chonyi, Mijikenda) is an added advantage.
6. Ability to work independently under minimal supervision.

4. DURATION & LOCATION

The assignment will take place between 20th and 29th March 2025. Research assistants and transcribers must be available for training and **fieldwork in Ganze, Magarini, Kilifi North, and Kilifi South**.

5. CHILD SAFEGUARDING AND PSEA COMMITMENTS

CBCC Africa maintains a strict zero-tolerance policy toward all forms of sexual exploitation and abuse. The organization treats all reports involving exploitation or abuse against children and vulnerable adults with utmost seriousness. CBCC Africa has implemented safeguarding policies that establish clear expectations, a code of conduct, and responsibilities for its personnel, including staff, consultants, volunteers, and interns. All individuals associated with the organization are required to adhere strictly to these guidelines to ensure the safety and dignity of vulnerable populations.



6. APPLICATION PROCESS

Interested candidates should complete their application at the following link: <https://forms.gle/R2TraC7cAxS1ADiQ9> by **5:00 PM (EAT), 16th March 2025**.

All applicants must provide at least three professional references, who are not family members or relatives, with current telephone contacts and email addresses. The references must be able to provide substantive information about your past performance and abilities.

Please note CBCC Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Our vacancy notices may appear in different job boards; however, all open vacancies are published on our website under the Opportunities page and on our official social media pages. Kindly also note that official emails from CBCC Africa are from hr@centreforbcc.com address.