



SD3: MEMBERS OF A COBRA ASSESSMENT FIELD TEAM

Title	Number of people	Key responsibilities	Skills and experience
Assessment team leader	1	<ul style="list-style-type: none"> Develop CoBRA assessment plan and form the field team Ensure adequate logistical preparation for field training and data collection Train supervisors and facilitators Report and share assessment progress regularly to/with the CoBRA assessment team partners and other stakeholders Manage data entry/analysis and full report development for validation 	<ul style="list-style-type: none"> A senior technical specialist in monitoring and evaluation (M&E), impact assessments, community development or similar field Masters level academic qualification Ideally past CoBRA assessment experience with successful completion of CoBRA training
Assessment supervisors	1 per 2-3 facilitation groups (1 for every 4-6 facilitators)	<ul style="list-style-type: none"> Ensure facilitation groups to put training into practice during data collection Directly supervise FGDs and KIIs to ensure a consistent quality standard Support field work logistics Undertake local level KIIs and other KIIs as required Monitor quality of data recording and address issues that emerge Ensure data is entered into the data collection forms This role may be served by facilitators on a part-time basis. 	<ul style="list-style-type: none"> Senior technical manager Expertise in M&E, impact assessments, community development or similar field 'Front line' staff within CoBRA assessment team partners with knowledge and experiences in the assessment area. Ideally, experience in community mobilization, group work, Participatory Rural Appraisal (PRA) methods, etc. Proficiency in local language
Facilitators	2 per facilitation group (# of facilitation groups depends on the scope of the assessment such as # of FGDs/KIIs, size of assessment area, duration of assessment, etc.)	<ul style="list-style-type: none"> Work with communities to identify appropriate participants for FGDs Arrange dates and times for FGDs with communities Facilitate FGDs and fill in responses in the recording sheets Facilitate KIIs with resilient households and fill in responses in the recording sheets Enter FGD and KII data into the data collection forms 	<ul style="list-style-type: none"> 'Front line' staff within CoBRA assessment team partners with knowledge and experiences in the assessment area. Ideally, experience in community mobilization, group work, Participatory Rural Appraisal (PRA) methods, etc. Proficiency in local language Gender balance as much as possible
External technical expert	Optional	<ul style="list-style-type: none"> Provide the CoBRA assessment team/field team with technical backstopping support at different phases and stages 	<ul style="list-style-type: none"> Senior technical expert with past CoBRA assessment experience including facilitation of CoBRA training
Operational support staff	Optional	<ul style="list-style-type: none"> Provide the CoBRA assessment team/field team with operational (administrative and logistical) support at different phases and stages 	<ul style="list-style-type: none"> Operations expert staff from co-lead agency