

Consultant Terms of Reference: Research Assistant

Contract: Consultancy contract – approximately 12 months / budget for up to 39.5 working days per role

Timeline: December 2024 - November 2025

Location: We have two research assistant roles available in Ghana and two roles available in Kenya

Fees: GBP £200 equivalent per day (paid monthly on approval of timesheet and submission of invoice. Paid in local currency at the monthly exchange rate)

Accountable to: Principal Investigator (tbc)

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your interactions with ADD.

Background to ADD

ADD International is a participatory grant-maker for disability justice. We fund and support disability justice activists and movements to make change.

Over the years we have worked with many organizations of persons with disabilities (OPDs) and disability justice activists to strengthen, support and fund them. Our key strength is in bringing disabled people together to develop their own solutions to the problems they face and helping them to access resources and opportunities.

Our Vision is for a world in which ableism no longer exists, and in which disabled people can access, achieve their full rights and experience justice.

Our Mission is to resource disability justice activists and organisations, nurture lived-experience leadership, and influence fairness in funding.

Background to project

Disabled people are more likely to experience inequalities in income and wealth, representation, and recognition. Their experiences are also shaped by complex and mutually reinforcing inequalities, including socio-economic, racial, and gendered injustices. However, the integration of disability as a key dimension of injustice in inequality campaigns and programming is not routine. Moreover, in the absence of intersectional analyses, disability is often not examined in relation to other social

identities and categorisations which attract oppression. Disability has often been left out, both as an axis of inequality and as an axis of identity.

An action research project set in Ghana and Kenya, 'Connecting Disability Justice with Wider Challenges to Inequalities' is funded by the [Atlantic Equity Challenge through London School of Economics](#). The project engages with both disability and socio-economic inequality campaigners to address this gap. Working from a global south perspective, the project develops a practical toolkit for the intersectional inclusion of disability in inequality campaigns and vice versa. It contributes to developing networks between disability and other inequality campaigners, and to building expertise on disability and complex inequalities more widely among inequality and disability campaigners.

We have two main research questions. First, we seek to identify barriers to the inclusion of disability in inequality campaigns. Second, we investigate practical ways in which disability can be included as a key dimension in inequality campaigns, and vice versa. Our questions are sensitive to the interlinkages between the framing of disability (models of disability), resource mobilisation, and (de)prioritisation of disability.

We use qualitative data collection methods and analytical strategies to investigate these questions. To reflect the diversity of disability, we aim to build a mixed sample in terms of participants' impairment and/or identification with disability (e.g., mobility, psycho-social, etc.) and other categories of social identity (e.g., gender, sexuality, ethnicity, etc.). Alongside participants, we move through a stepped design which begins with one-to-one interviews. Subsequently, we facilitate issue-specific focus groups. Finally, we create bridging workshops which bring together disability and inequality-focused actors.

Through focus groups and workshops, the project aims to foster solidarity both within and across movements. Crucially, workshops provide space to explore strategies for further practical collaboration. Our findings - including these strategies - will be disseminated through an accessible report, a collaboration toolkit, blogs, online and in-person knowledge exchange events, and open-access academic articles.

Purpose of the Consultancy

ADD International is seeking research assistants to support the AEQ grant-funded research project "**Connecting Disability Justice with Wider Challenges to Inequalities**" to ensure its successful delivery, by conducting research, analysing results and generating original ideas.

Specific Objectives and deliverables

- Participate in training and all aspects of the research project including sharing feedback and insight on research tools and approaches, including at regular team meetings
- With support and oversight, leading on country-specific literature review and supporting overall literature review
- Identifying appropriate methods of investigation or analysis according to data and objectives
- Supporting team members with appropriate sampling and accessible approaches
- Leading on country-specific in-depth interviews, focus group discussions, workshops and country-specific knowledge exchange events in line with agreed methods
- Leading on the transcription of data and supporting with coding and analysis
- Leading on the writing of reports and supporting with other outputs as needed
- Collaborating with and supporting team members to reach common goals
- The above-listed are the main tasks and duties, but the role holder may cover other tasks on an ad hoc basis to support the successful completion of the research project

Safeguarding

We are committed to ensuring we are a safe organisation that does no harm to people we work with. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse and are putting in place robust systems to minimise risk to any communities we work with.

Our processes ensure all posts are graded, based on interaction with communities, persons or organisations of persons with disabilities. This post is a **Level 3** post. See outline of all levels below:

- **Level 1** - office based, no real direct access to communities, persons or organisations of persons with disabilities, and never alone.
- **Level 2** - a travelling role, possible access to communities, persons or organisations of persons with disabilities but unlikely to be alone.
- **Level 3** - regular access to communities, persons or organisations of persons with disabilities, including on their own, while coordinating with programme manager who has overall responsibility for safeguarding within office/location.

Timeline

The Consultancy is expected to be completed within a timeframe of 12 Months / budget of up to 39.5 working days

What we are looking for

ADD is looking for someone with:

- a degree in a subject with a significant qualitative element or equivalent practical experience
- Knowledge of a range of qualitative and quantitative research methodologies
- Understanding of disability accessibility and how to apply this to research methodologies
- Excellent analytical skills
- Excellent interpersonal skills, and the ability to establish effective working relations with other stakeholders
- Experience working with organisations of persons with disabilities, and people with disabilities or mental health conditions
- Proficient in a range of local languages
- Proficient in English with considerable experience in preparing good-quality documents.

Persons with disabilities are strongly encouraged to apply - at least one role per country will go to a person with a disability

How to apply

Interested applicants should send the following attachments by email:

- Their **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words or 6 minutes audio/video)
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- What motivated you to apply for this research assistant role?
- What experience would you draw on to fulfil the responsibilities of this consultancy?
- What do you think are essentials of a good research assistant?

Please send your application to: recruitment@add.org.uk by the closing date specified below.

If you need an accessible format, please contact recruitment@add.org.uk and specify which format you require.

Application deadline: Closing date is **15 November 2024** 4pm UK time
Interviews are anticipated in the week of **25 November 2024**

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. We also prioritise applications from disabled people, this means that we first only review applications from those who identify as disabled. Only if we are unable to recruit from this group will we review other applications.

For more information on this please see our [Equal Opportunities Policy](#).

Equality and Diversity

Consultants are required to uphold LSE's [the funder] commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), and treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

Safeguarding.

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment. At ADD, we're committed to creating a safe and rewarding environments for all of our people to work and volunteer, as well as for those we come into contact with through our work. This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially. For more information on this please see the [safeguarding pages](#) on our website.

