



# Qualitative Coding Analyst

## Terms of Reference

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**Position Overview:** We are seeking four (4) skilled and dedicated Qualitative Coding Analysts to join our team. The Qualitative Coding Analysts will play a key role in analyzing qualitative data, identifying themes and trends, and ensuring the ethical treatment and safeguarding of participant information. The ideal candidate will have a strong background in qualitative research and coding techniques, exceptional attention to detail, and a commitment to maintaining participant confidentiality.

**Project Overview:**

Through scale-up of the HER Lab Model, a consortium of partners led by Global Give Back Circle and supported by Circle Group Limited, Samburu Girls Foundation, and Perur Rays of Hope will implement Global Give Back Circle programming designed to increase participation in dignified and fulfilling work for young women in rural Kenya.

The Global Give Back Circle HER Lab Model is a holistic economic empowerment, skills development, and poverty alleviation project targeting Kenya's most marginalized adolescent girls and young women through a holistic workforce readiness and entrepreneurship program. By promoting both workforce/entrepreneurship skills development and personal development, the HER Lab model is a structured pathway to dignified and fulfilling work – and to empowering girls and young women to become advocates, tell their stories, become leaders, and nurture the next generation.

This project is unique in its scope and reach: it reaches Kenya's most marginalized girls and young women and provides more holistic and comprehensive programming than other similar projects. This position is a chance for candidates to engage in novel, unique, cutting-edge program implementation in gender empowerment.

This position will contribute to the Monitoring, Evaluation, Research, and Learning team, whose overall program contributions involve program monitoring and tracking, internal and external reporting, continuous learning and evidence-based program improvement, participant engagement, and stakeholder engagement. This position will be remote based.

**Key Responsibilities:**

1. Qualitative Coding:



- Conduct systematic qualitative coding of data, including interviews, focus groups, and open-ended survey responses.
- Utilize established coding frameworks and develop new codes as needed to capture emerging themes and patterns.
- Ensure coding accuracy, consistency, and reliability by employing best practices in qualitative data analysis.

## 2. Data Analysis and Interpretation:

- Collaborate with research teams to analyze coded data and identify key themes, trends, and insights.
- Provide in-depth qualitative interpretations of data, offering valuable perspectives to support research objectives.
- Prepare summaries and reports that effectively communicate qualitative findings.

## 3. Participant Safeguarding:

- Uphold strict ethical standards when handling qualitative data, including participant consent and confidentiality.
- Implement measures to protect participant identities and sensitive information during data analysis.
- Collaborate with ethics review boards or committees to ensure research complies with ethical guidelines.

## 4. Documentation and Reporting:

- Maintain detailed records of the coding process, including codebooks, coding decisions, and revisions.
- Generate clear and comprehensive documentation of coding methodologies and decisions.
- Contribute to the creation of research reports and presentations.

## 5. Collaboration and Training:

- Collaborate with researchers, project managers, and other stakeholders to align coding efforts with research goals.
- Provide training and guidance on qualitative coding best practices to team members and collaborators.
- Act as a resource for colleagues seeking qualitative data analysis support.

## Qualifications:

- Bachelor's degree in a relevant field (e.g., social sciences, psychology, anthropology) is required;



- Proven experience in qualitative coding and analysis, preferably in a research or academic setting.
- Strong familiarity with qualitative coding software
- Exceptional attention to detail and accuracy in qualitative coding and analysis.
- Understanding of and commitment to ethical research practices and participant safeguarding.
- Excellent communication and interpersonal skills.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Strong organizational and time-management skills.
- Familiarity with relevant data privacy regulations and guidelines is advantageous.

**How to apply:**

If you would like to join our team as a qualitative coding analyst, submit your application [here](#).