

TERMS OF REFERENCE

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| Position Title | Qualitative Field Researcher (Tonga-based) |
| Project | Pacific RISE |
| Reports to | DFAT / Facility Manager and Learning Program Manager |
| Duration of Assignment | The Employee shall provide up to 12 input days at the location(s) and times specified by the Facility Manager. |
| Location | Tonga |

Adviser Remuneration Framework

Further information about the Adviser Remuneration Framework [click here](#)

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| Discipline (A, B, C, D) | B | Level (1,2,3 or 4) | 1 |
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Working relationships include:

- DFAT Pacific Economic Growth Section
- Pacific RISE

Evaluation Overview

Background of Pacific RISE

The Pacific Readiness for Investment in Social Enterprise (Pacific RISE) facility is a pilot program funded by the Department of Foreign Affairs and Trade (DFAT), with a total value of \$9.70 million over five years (first phase: \$5.95 million 2016–2019; second phase: \$3.75 million 2019–2021).

The goal is to attract at least \$10 million of new private investment capital into the Pacific by July 2021 and promote greater investment into social enterprises that deliver women’s economic empowerment. Pacific RISE is also expected to demonstrate a contribution towards four long-term objectives:

- to create and strengthen relationships between Pacific social enterprises and impact investors
- to increase long-term investment in Pacific businesses by private investors, including investors that understand the value of investing in women’s businesses
- to increase social outcomes and growth of Pacific social enterprises by securing investment
- to improve economic outcomes for women in the Pacific by improving the capacity for gender lens investing, creating income earning opportunities and/or improving services.

Pacific RISE was designed to use small grants to work with investment intermediaries to build investment readiness and facilitate investments into social enterprises in the Pacific. One of Pacific RISE’s funded partners is **Good Return**.

Good Return is a not-for-profit which works to improve the living standards of those living in the lowest poverty brackets, by giving them access to the tools they need to work their way into opportunity through livelihood development programs and improving access to financial services. Pacific RISE has supported Good Return’s work in Tonga, to facilitate access to small loans for Tongan farmers in order to bring jobs and income to local communities. To date, Good Return has helped facilitate 8 vanilla farming households to access loans through Tonga Development Bank.

Purpose of Research

The purpose of the research is to meet with loan recipients, and other key market actors, to understand what effect those loans have had on the economic activities and incomes of the farming households who have received them.

Scope of Evaluation

The research will involve meeting with vanilla farming households receiving the loans, a private company buying the produce, and representatives from the Tonga Development Bank and the Tonga Chamber of Commerce and Industry.

Research questions to be discussed at each meeting will initially be developed by Pacific RISE and provided to the Researcher, who will review, revise and translate in order to make them locally relevant. The main research questions will cover the following topics (but not be limited to):

- Use and performance of the loans by recipients.
- Feedback on the experience of applying for, receiving and managing the loans.
- Impact of the loans on productivity, sales and income.
- Challenges and issues faced by loan recipients.
- Changes in attitude and perception regarding formal bank finance to the agriculture sector or informal MSMEs.

Given the current context, international travel to/from Tonga will not be permitted. However local travel within Tonga will be permitted and covered in compliance with Tongan government directives.

Position Summary and Key responsibilities

The Researcher will be the primary point of contact working with the Pacific RISE Learning Program Manager to undertake the research in Tonga.

The Researcher will be responsible for implementing the research on the ground in Tonga, including:

- Reviewing, revising and translating research questions.
- Set up a local logistics plan, including travel to locations, and scheduling meetings to be held.
- Working with Good Return and Pacific RISE (and local partners as is necessary) to set up local meetings and logistics with vanilla farmers receiving loans, and with other stakeholders.
- Arranging and booking all local travel arrangements in accordance with Coffey requirements and in line with Tongan domestic travel directives.
- Conducting interviews appropriately and sensitively with identified stakeholders (which may include vanilla farming households, private company, TDB and TCCI). Translating all data collected from interviews into English and inputting them correctly into data entry templates provided by Pacific RISE. Researcher along with Pacific RISE will ensure accuracy and comprehensibility of the data. If needed, all follow-up calls conducted by the Researcher in case of any discrepancies in the data.
- Providing Pacific RISE with any other additional information or observations from the interviews where needed.
- Provide any additional inputs as required by the research and/or requested by Pacific RISE.

Pacific RISE will provide access to all program documentation relevant to the research. Pacific RISE will provide a research plan detailing the scope of the research, main research questions, interview tools (questionnaires and data entry templates) for each stakeholder, and identification of the interviewees. This plan will be reviewed with the Researcher and amended as required. Pacific RISE will also provide introductions to program staff, partners or other stakeholders as needed to set up and conduct interviews.

Placement Outputs

Outputs will include the following:

1. **Kick-off Call:** a call with Pacific RISE and other relevant stakeholders to discuss the research purpose, scope and research plan and questionnaires provided by Pacific RISE.
2. **Field logistics plan:** submit a field plan including a timeline of when interviews will be conducted, locations and logistical arrangements. This plan will need to be approved by Pacific RISE before any local travel is undertaken.
3. **Review of questionnaires** review of the questionnaires provided by Pacific RISE. Edits and translations to the questions to make them locally relevant will be required. The review will also include a call with Pacific RISE to discuss the questions and make any clarifications or changes.
4. **Field Logistics Report:** a succinct written report at conclusion of the field research detailing what meetings were held, with who, when, where and any deviations from the original research plan. This report will be required for reimbursement of any local travel expenses.
5. **Completed Data Entry Reports:** completed data entry reports which details the interviewee responses to the interview questions (in English). Format to be provided by Pacific RISE. If needed, follow-up calls will be conducted by the Researcher in case of any discrepancies in the data.

All outputs will be reviewed and approved by Pacific RISE.

Selection Criteria

Applicants will need to meet the following selection criteria.

Qualifications

- Tertiary qualification in a related field preferred;

Experience

- 2 years + of experience in conducting field research, particularly qualitative research.
- 2 years + of work experience in a related sector.
- Demonstrated ability to produce high quality reports.
- Fluency in English and Tongan.

Knowledge

- Demonstrated knowledge of agricultural topics, practices and customs in Tonga.
- Understanding of finance, business and commercial agriculture, particularly debt finance (loans).
- Demonstrated ability to breakdown and communicate complex concepts simply with a range of stakeholders in multi-cultural settings.
- Understanding of the cultural and business context in Tonga.
- Awareness of cross-cutting issues such as gender, environment, business culture, and anti-corruption.

Personal Attributes

- Critical thinking, broad evaluation, analytical and research skills.
- Ability to work collaboratively and respond flexibly to changed circumstances and priorities.
- Excellent communication, management, interpersonal and liaison skills and experience working in a cross cultural setting.

Child Protection

Coffey is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

About Coffey

Coffey has a 40 year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.