

# Field Coordinator

## Position Summary

The 2022 disaster risk global index ranked the Philippines first among 193 countries, illustrating the need for programs to support Filipinos impacted by disasters. Cash transfers have been proven as an effective tool for poverty alleviation and means to support households' resilience to shocks (Adhvaryu et al., 2018, Baird et al., 2013, de Janvry et al., 2006). The Emergency Cash Transfer (ECT) Program, launched in 2020, is intended to serve as a bridge between immediate disaster relief, humanitarian response, and early recovery support. It is the first institutional and unconditional post-disaster cash transfer intervention of the DSWD.

IPA will conduct a rapid randomized controlled trial (RCT) process evaluation. The process evaluation primarily aims to understand the implementation processes and challenges as well as beneficiary experience of the ECT Program of the DSWD to provide DSWD with actionable insights for program improvement. The study will also test the impact of providing timely information on beneficiaries' cash transfer usage and subsequent well-being. There will be one round of quantitative data collection targeting approximately 700 survey respondents. The Field Team will be composed of one (2) Field Coordinators and at most fourteen (14) Field Officers / Enumerators.

The Field Coordinator (FC) will assist in the quantitative data collection under the guidance and monitoring of the Research Associate.

## Responsibilities

The FC will be responsible for the following tasks:

- Coordinate financial and logistics arrangements as well as other preparations for data collection with counterparts from partner organizations and IPA Philippines Procurement and Human Resources including but not limited to preparation of cash advance requests and expense returns, distribution and liquidation of field staff per diem.
- Assist in the pilot testing of the quantitative survey instrument
- Assist in the translation of the quantitative survey instrument
- Assist in training and hiring of FOs for the survey data collection
- Monitor the performance of a team of FOs to ensure targets are met
- Perform other data collection-related tasks to assist the Research Team, as needed.

## Qualifications

### Required

- Experience managing a team of enumerators conducting quantitative surveys preferably through both phone and/or face-to-face interviews.
- Experience conducting one-on-one quantitative surveys preferably through face-to-face and/or phone interviews using SurveyCTO and/or other computer-assisted telephone interviewing (CATI)
- Tech savvy or computer literate and able to effectively use basic software including Microsoft Word, Excel and Powerpoint, Google Docs, Google Sheets, Box, Adobe Acrobat and communication applications like Viber and Google Meet.
- Detail-oriented and able to a) identify errors in a timely manner, and b) comply with financial and other project-related processes and requirements
- Good communication skills to a) comprehend and relay instructions from the Research Team to the Field Staff in a timely manner, b) communicate errors and issues during data collection and recommend practical solutions to address them.
- Fluent in Davao bisaya to effectively communicate in the local dialect/s in Davao Oriental and/or Davao del Norte
- Willing to travel to Davao Oriental and/or Davao del Norte
- Access to reliable and strong cell and mobile data reception

### Preferred

- Familiar with IPA data collection and financial processes and protocols
- Interest and willingness to learn and use other productivity programs such as Notion

## Reports to

Research Associate

## Deadline to Apply

April 26th, 2024

## Location

Davao Oriental or Davao del Norte or Manila

## Application Instructions

[Click here](#) to apply now.

## About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

## IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. [Click here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@poverty-action.org](mailto:jobs@poverty-action.org) or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA

will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@poverty-action.org](mailto:jobs@poverty-action.org). Please note that only qualified applicants will be contacted by the hiring manager