



Terms of Reference: Data Collection Roster

Title: Data Collection Roster

Country: Zimbabwe

Time Commitment: Based on assignment needs

Duration: Temporary / Short-term (Roster-based; *not a permanent position*)

Engagement type: Independent, project-based data collection support

Background:

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to our mission of saving lives and reducing the burden of disease in low-and middle-income countries. We work at the invitation of governments to support them and the private sector to create and sustain high-quality health systems.

CHAI was founded in 2002 in response to the HIV/AIDS epidemic with the goal of dramatically reducing the price of life-saving drugs and increasing access to these medicines in the countries with the highest burden of the disease. Over the following two decades, CHAI has expanded its focus. Today, along with HIV, we work in conjunction with our partners to prevent and treat infectious diseases such as COVID-19, malaria, tuberculosis, and hepatitis. Our work has also expanded into cancer, diabetes, hypertension, and other non-communicable diseases, and we work to accelerate the rollout of lifesaving vaccines, reduce maternal and child mortality, combat chronic malnutrition, and increase access to assistive technology. We are investing in horizontal approaches to strengthen health systems through programs in human resources for health, digital health, and health financing. With each new and innovative program, our strategy is grounded in maximizing sustainable impact at scale, ensuring that governments lead the solutions, that programs are designed to scale nationally, and learnings are shared globally. Learn more about our exciting work: <http://www.clintonhealthaccess.org>.

Purpose of the Data Collection Roster:

CHAI Zimbabwe seeks to establish a Data Collection Roster comprising qualified individuals who can be engaged on a temporary, short-term, and as-needed basis to support programmatic monitoring, evaluation, learning, and research activities across CHAI-supported programmes.

Being included in the Data Collection Roster does not constitute full-time or permanent employment with CHAI. Engagements will be assignment-based, dependent on programme needs, funding availability, and specific project timelines. This opportunity is ideal for individuals seeking flexible, project-based work in public health data collection and research.

Scope of work:

Data Collectors engaged from the roster will support a range of programmatic and research-related data collection activities, under the supervision of CHAI programme staff. Assignments may be facility-based, community-based, or stakeholder-focused and may occur across different geographic locations in Zimbabwe.



The scope of work may include both primary data collection and secondary data abstraction from routine records and systems, in accordance with approved protocols and ethical standards.

Role responsibilities:

- Administer surveys, questionnaires, and interview guides using paper-based or electronic data collection tools
- Conduct key informant interviews (KIIs) and/or focus group discussions (FGDs), where required
- Extract, review, and capture data from facility records, registers, reports, and databases in line with approved data abstraction tools
- Support data collection for programmatic monitoring activities, evaluations, and research studies, including baseline, midline, and endline assessments
- Engage respectfully with communities, health workers, and stakeholders to facilitate effective data collection and community participation
- Accurately record, verify, clean, and submit data within agreed timelines
- Support basic data review and validation processes to ensure completeness, consistency, and quality
- Adhere to ethical standards, including informed consent, confidentiality, and safeguarding principles
- Work collaboratively with CHAI field teams and other data collectors to meet project deliverables
- Participate in training, tool piloting, field debriefs, and review meetings as required

Qualifications:

- Demonstrated experience in data collection and data abstraction for public health, social research, or development programmes
- Proven ability to use electronic data collection platforms, such as SurveyCTO, ODK, and Kobo Toolbox
- Proficiency in the Microsoft Office Suite, particularly Word, Excel, and PowerPoint, for data entry, analysis, documentation, and reporting
- Basic knowledge of statistical software, including SPSS and/or Stata, for data review and analysis
- Experience or demonstrated capability in data cleaning, data validation, and basic data management
- Basic understanding of monitoring and evaluation (M&E) and research processes, including adherence to approved methodologies
- Ability to follow data collection protocols, research tools, and standard operating procedures (SOPs)
- Strong attention to detail and a demonstrated commitment to producing high-quality, accurate data
- Excellent communication, community engagement, and interpersonal skills, with the ability to interact respectfully with diverse stakeholders
- Ability to work independently and as part of a team, including effective collaboration with field and programme staff



- time management and basic project management skills, with the ability to manage multiple tasks and meet deadlines
- High level of professionalism, integrity, and respect for confidentiality and ethical standards

Additional Skills:

- Fluency in English and at least one local language (e.g. Shona and/or Ndebele)
- Willingness and ability to travel to project sites, sometimes on short notice
- Experience conducting KIIs and FGDs
- Familiarity with facility-based data reviews and routine health information systems

Submission requirement:

Interested candidates are invited to submit the following documents:

1. Cover Letter outlining relevant experience and suitability for roster-based data collection work
2. Curriculum Vitae (CV) with a detailed description of similar data collection or research experience

Applications should be submitted to: recruitment.zimbabwe@clintonhealthaccess.org

Deadline to submit applications is **6 February 2026**. Applications will be reviewed on a rolling basis and encourage all interested applicants to submit their expressions of interest as soon as possible. Inclusion in the roster does not guarantee immediate or future assignment.