

Appendix D: Roles and Responsibilities for Individual Organizations involved in the Validation of the ACT framework

Description of Roles & Responsibilities	LRA	DU	UNFPA-UNICEF	NA
Phase 1: Planning for Research				
Provide technical support and oversight and ensure the necessary financial support for this assignment			X	
Accompany missions when needed <ul style="list-style-type: none"> • Drexel to undertake missions at critical times – minimum 3 missions. UNICEF and UNFPA missions to be defined 		X	X	
Introduce and facilitate interactions with relevant stakeholders (government, local NGOs, community groups, etc.) <ul style="list-style-type: none"> • UNFPA-UNICEF and the National Alliance will provide such support to the LRA 			X	X
Share data and other resources on FGM on past and current social norms programming that has been implemented (with specific information on communication approaches and activities) <ul style="list-style-type: none"> • Both UNFPA-UNICEF and the National Alliance to share any relevant resources 			X	X
Document information on existing policy framework including laws and legislation on FGM <ul style="list-style-type: none"> • LRA to finalize based on inputs and feedback from Drexel and UNFPA-UNICEF 	X	X	X	
Finalize a country specific M&E framework, specifying any additions and deletions to the global framework <ul style="list-style-type: none"> • Drexel to lead finalization based on adaptations (with justifications) proposed by the LRA and feedback from UNFPA-UNICEF for finalization 	X	X	X	
Finalize Inception Report based on the ACT roadmap with detailed information on the research process, for instance: number of teams and team members, sampling strategy and sample size calculations, list of sites, listing protocol and tool, training mechanisms internal quality control mechanisms for data collection, transfer, entry and analysis, dissemination plan <ul style="list-style-type: none"> • LRA to finalize with feedback from Drexel and UNFPA-UNICEF for finalization 	X	X	X	
Ensure research design accounts for and reflects the Joint Programme plans and progress <ul style="list-style-type: none"> • UNFPA-UNICEF to finalize based on LRA proposals and assistance from Drexel 	X	X	X	
Select and organize a National Alliance to provide inputs	X	X	X	

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into design, implementation and reporting from the validation <ul style="list-style-type: none"> UNFPA-UNICEF to lead with inputs from the LRA and assistance from Drexel as needed 				
Hold an experts' consultation with national and regional experts on social norms and FGM to validate local contextualization of the ACT framework <ul style="list-style-type: none"> UNFPA-UNICEF to select and organize the expert consultation with active participation from the LRA and Drexel 	X	X	X	X
Participate in other key meetings of the National Alliance	X	X	X	
Translate and back translate drafts of qualitative and quantitative tools, as well as consent/assent forms in the ACT framework <ul style="list-style-type: none"> LRA to lead based on draft tools in English provided by Drexel Feedback from Drexel and the National Alliance for finalization 	X	X		X
Pre-test methodology and tools and consent/assent forms and produce a pretesting report focusing on proposed changes with justifications <ul style="list-style-type: none"> LRA to lead the pretesting and report writing Feedback from Drexel for finalization 	X	X		
Finalize and print copies or software for tablet/laptop based data collection. <ul style="list-style-type: none"> LRA to lead with feedback from Drexel and UNFPA-UNICEF for finalization 	X	X	X	
Secure international and local ethical approval for this research <ul style="list-style-type: none"> Drexel to lead process for approval through Drexel University's IRB with support from LRA and UNFPA-UNICEF LRA to lead process for local IRB approval with support from Drexel and UNFPA-UNICEF and the National Alliance 	X	X	X	X
Create a training schedule for training of supervisors, field enumerators and moderators	X			
Organize and facilitate the supervisors, field enumerator and moderator's training. Produce a training report <ul style="list-style-type: none"> LRA and Drexel to co-lead with assistance from UNFPA-UNICEF LRA to lead the report writing based on feedback from Drexel for finalization 	X	X		

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Finalize a quality control plan detailing measures for internal and external quality assurance during field work including information on safe and secure transport, and storage of data <ul style="list-style-type: none"> LRA to lead with feedback from Drexel for finalization 	X	X		
Finalize detailed field movement plan for both quantitative and qualitative data collection and quality control <ul style="list-style-type: none"> LRA to lead with assistance from UNFPA-UNICEF for external quality control 	X		X	
Phase 2: Implementing Research				
Recruit research participants <ul style="list-style-type: none"> LRA to take the lead with assistance from UNFPA-UNICEF and the National Alliance in facilitating introductions and access 	X		X	X
Cover all costs for data collection materials (including but not limited to computers, laptops, tablets if needed for data collection, facilities for confidential storing data in the field and prior to data entry)	X			
Cover all costs for field work teams (including but not limited to travel, accommodation, food, travel, and appropriate life and health insurance)	X			
Provide weekly field updates and progress reports on data collection, storage and transportation during field work <ul style="list-style-type: none"> LRA to lead and incorporate feedback from Drexel and UNFPA-UNICEF 	X	X	X	
Finalize a detailed field implementation report specifying positives as well as the challenges in the field, consultations, corrections and quality control measures <ul style="list-style-type: none"> LRA to lead with feedback from Drexel for finalization 	X	X		
Finalize a data entry and cleaning plan for qualitative and quantitative data <ul style="list-style-type: none"> LRA to lead with feedback from Drexel for finalization 	X	X		
Draft a detailed template of the final report and presentation with dummy tables and graphs showcasing the analyses that will be done <ul style="list-style-type: none"> LRA to lead with feedback from Drexel and UNFPA-UNICEF for finalization 	X	X	X	
Phase 3: Analysing & Disseminating Research				
Share de-identified, clean and labelled final datasets with codebooks with variable names and data cleaning notes for the quantitative data. Original audio tapes, local language and English language transcripts from the FGDs and IDIs	X			

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Conduct preliminary analysis for the presentation and report (Ethiopia specific) <ul style="list-style-type: none"> • LRA to lead with feedback from Drexel for finalization 	X	X		
Write the final reports and create the presentations (Ethiopia specific) <ul style="list-style-type: none"> • Drexel to lead with assistance from the LRA and UNFPA-UNICEF for finalization of validation report • LRA to lead with assistance from Drexel and UNFPA-UNICEF on analysis and report of findings from the validation study data for programmatic insights 	X	X	X	
Organising a dissemination workshop of the study's results				X