



Global Data Barometer

Expected roles, tasks and responsibilities of the Regional Hub

a. Role of the Regional Coordinator

The regional coordinator manages data collection and initial review for countries in the region, and leads the creation of a regional report and dissemination strategy. The regional coordinator should be a natural organizer and facilitator, have strong attention to detail, and be comfortable providing clear guidance and feedback to researchers. Regional coordinators will be supported by the core GDB team, and will work as part of a peer-network.

Phase 1 (Study design & researcher recruitment)

Study design (August - December 2020)

The regional coordinator will be invited to input on:

- Thematic module design and indicators;
- Question design and supporting guidance;
- Piloting expert survey questions;

Regional coordinators may also propose additional region-specific questions to include in the survey, in consultation with the Global Data Barometer team.

Researcher recruitment (November/December 2020)

- Agree regional researcher honorarium level (The Global Data Barometer team will ensure);
- Circulate the call for researchers;
- Review researcher applications and create a shortlist;
- Agree researcher selection with the core GDB team.

Researcher training (December 2020 / January 2021)

- Participate in training for coordinators on the research tools and research process;
- Participate in Webinar researcher training sessions provide by the core GDB team;
- Answer questions from researchers and relay any that you can't answer to the GDB team.

Phase 2 Research/Fieldwork

Research coordination

The research coordination process involves an intensive process of engagement with researchers, carrying out an initial review of their work to ensure the quality of answers and evidence and to make sure researchers are on track to meet deadlines.



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- Once: Assign surveys to researchers and check they have received them;
- Once: spot check the first few responses from each researcher, identify any additional researcher guidance needed, and if needed convene a learning session or call to help researchers improve quality;
- Weekly: check on researcher progress (through coordinators dashboard) and check-in with researchers who have not made progress. Inform the GDB team of any risks that research might not be completed on time, and identify alternative solutions as needed;
- Daily: check for surveys returned for spot-check and carry out a spot-check review looking to make sure all questions are answered, and justifications provided. Send comments back to researcher, or forward survey for review.
- Once: send surveys back to researchers with thematic view comments
- Once: carry out a final review of all country surveys and make minor changes to text formatting or citations if required.

Administration

- Signing agreements with researchers and reviewers;
- Establishing a process for researchers and reviewers to claim their honoraria;
- Paying honoraria.

Note: Bank and transfer fees for honoraria need to be covered by the regional hub.

Initial analysis

- Keep a research journal of observations to support analysis.

Phase 3 (Dissemination)

Regional Hubs are expected to take strong ownership of the dissemination strategy, and to access additional funding to support dissemination activities.

Contributing to the global report (March 2021 - June 2021)

- Providing feedback on the analysis produced by the global team;
- Suggesting key messages for the regional chapter;
- Drafting a short summary for the regional chapter;

Global report communications (c. July 2021)

- Contributing to the dissemination strategy for the global report;
- Circulating global report announcement to regional stakeholders / press etc.
- Co-hosting regional dissemination event/webinar on results;
- Contribution to translation of global report resources as appropriate;

Regional report and communications (June 2021 - December 2021)



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- Designing a local dissemination product (e.g. report, website, briefing, visualization);
- Developing that report with guidance and support from core GDB team;
- Identifying and executing other local research, communication and capacity opportunities using GDB data and resources.

In early 2021, the GDB team will host a brainstorming workshop on other outputs that can be created with the GDB, including educational resources, research papers, policy briefs etc. We will work with each hub to identify appropriate outputs, and support their creation.

Ongoing role

- Sharing regular progress reports with the GDB;
- Reporting to the GDB on any local funding or in-kind support provide to GDB activities.

b. Country Researcher (to be recruited by the Regional Hub)

Each country researcher will be responsible for gathering evidence and providing assessments for a single country. It is anticipated that initial research would take 10 - 15 days, and responding to reviewer comments requiring 1 - 5 days.

We are looking for researchers we would be able to work with again in future on interim surveys, and the next edition of the GDB.

Requirements

Country researchers must:

- Have a high standard of written English and English comprehension;
- Be fluent in the language of one or more main administrative languages of the country they are researching;
- Have in-depth knowledge the country they are researching, including knowledge of recent policy developments;
- Have relevant knowledge and understanding of data protection, data policy, open data and data sharing;
- Have relevant contacts and networks to draw upon.

Country researchers must not:

- Be a government official or employee, or contractor deriving a substantial proportion of their income from the government;
- Have any conflicts of interest that would affect their ability to provide impartial assessments;



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Country researchers must:

- Read the research handbook;
- Participate in an online researcher training session;
- Carry out primary desk research to locate evidence in relation to each question;
- Use guidance from the research handbook to assess the evidence and respond to scoring scales or yes/no assessment questions;
- Write a clear English prose justification of any assessments, listing sources used;
- Submit the completed survey within 6 weeks of it being allocated;
- Respond promptly to any reviewer comments.

Optionally, researchers may be invited to be involved in regional dissemination activities. For example, writing a country summary for a regional report, or taking part in regional dissemination webinars.

c. Regional reviewer

This presents the *ideal* review plan for the GDB. However, if resources are not available for this, we will explore a more light-touch review process, involving regional coordinators, core team and thematic reviewers sharing the role.

The role of the regional reviewer is to make sure that the evidence presented by researchers is relevant, accurate, complete and justifies the assessments provided.

The regional reviewer also checks for consistency between country assessments, and helps to moderate scoring.

Generally a reviewer should cover at least 5 countries, to help with the moderation role. We anticipate review taking 1 - 3 days for each country.

Requirements

The regional reviewer is subject to the same requirements as the researcher.

Role:

- Read the research handbook;
- Participate in an online reviewer training session;
- Read each country survey assigned, and carefully check the evidence and assessments provided;
- Write comments asking researchers to make additions, updates or corrections where required;
- Join calls / slack discussions with other reviewers to discuss difficult decisions.