

**Handout 11.2 Roles and Responsibilities of Team Members  
Session 11: EGRA Implementation**

Roles	Responsibilities	Skills
<p><b>Project Manager</b> <i>with staff such as a project coordinator, assistant, etc.</i></p>	<ul style="list-style-type: none"> <li>• Develop implementation plan and budget</li> <li>• Identify team members with relevant and requisite skills</li> <li>• Liaise with all team members to keep them informed</li> <li>• Draft Scope of Work (SOW) for consultants and sub, if needed; review submissions</li> <li>• Supervise subcontractor, if applicable</li> <li>• Supervise preparations and rollout for all activities (instrument development, pilot, assessor training, data collection, report writing, and dissemination)</li> <li>• Contribute to instrument development; finalize instruments</li> <li>• Conduct or co-facilitate data collector training (may not apply if reading/language specialist conducting)</li> <li>• Review pilot and assessment data; work with specialists to finalize instruments</li> <li>• Work closely with statistician to develop data analysis plan, review data</li> <li>• Write report and help disseminate results</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and follow work plan and budget</li> <li>• Ability to work well with a variety of institutions, departments, and people to ensure coordination</li> <li>• Previous experience with EGRA/knowledge of reading assessment</li> </ul>

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<b>Statistician / data analyst</b>	<ul style="list-style-type: none"> <li>• Develop/review research questions</li> <li>• Identify appropriate sampling framework</li> <li>• Select schools (sometimes with local staff)</li> <li>• Review data as collected</li> <li>• Process and analyze data; summarize results</li> <li>• Contribute to report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of sampling techniques</li> <li>• Statistical knowledge</li> <li>• Ability to use a statistical software program to clean and weight data</li> <li>• Ability to use a statistical software program to obtain descriptive statistics about data</li> <li>• Ability to use Excel to create graphs and tables</li> <li>• Technical knowledge of reading to be able to interpret data on reading</li> <li>• Understanding of data and how to interpret reading results</li> <li>• Ability to synthesize results</li> <li>• Excellent writing skills</li> </ul>
<b>E-data collection support specialist</b>	<ul style="list-style-type: none"> <li>• Render electronic version of instruments</li> <li>• Train/assist field staff and subcontractor on e-data collection issues</li> <li>• Help review incoming data during pilot, full data collection</li> </ul>	<ul style="list-style-type: none"> <li>• Technical knowledge of e-data capture system, equipment, and accessories used during data collection</li> <li>• Understanding of EGRA instrument</li> <li>• Ability to troubleshoot technical problems remotely</li> </ul>
<b>Reading/local language specialists</b>	<ul style="list-style-type: none"> <li>• Provide technical inputs and lead instrument development, often along with Project Manager</li> <li>• Contribute to EGRA assessor training workshop</li> <li>• Write reports or contribute to report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in reading and/or language(s) of the EGRA</li> <li>• Excellent facilitation, communication and writing skills</li> </ul>

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	(degree of involvement may vary)	
<b>Subcontractor / local project staff</b>	<ul style="list-style-type: none"> <li>• Carry out day-to-day planning for specific activities; in particular, workshop and data collection logistics and supervision</li> <li>• Arrange workshop and data collection logistics</li> <li>• Supervise data collection teams</li> </ul>	<ul style="list-style-type: none"> <li>• Experience coordinating technical studies with training, data collection, analysis and dissemination components</li> <li>• Excellent planning and coordination skills</li> <li>• Ability to coordinate with local institutions and stakeholders</li> <li>• Ability to draw on local networks to recruit high-quality assessors</li> </ul>
<b>Assessors (data collectors)</b>	<ul style="list-style-type: none"> <li>• Administer EGRA to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to follow directions and pay attention to detail</li> <li>• Ability to score with accuracy, interact with children in a friendly manner, work well as a team, perform repetitive work over several days</li> <li>• Previous experience as data collector and with tablet devices desirable</li> </ul>
<b>Data collection supervisors</b>	<ul style="list-style-type: none"> <li>• Supervise assessors in the field</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead a team</li> <li>• Good organizational skills and ability to pay attention to detail</li> <li>• Sufficiently knowledgeable about about EGRA to supervise others, check for mistakes in data collection</li> <li>• Ability to interact in a professional manner with school officials and children</li> </ul>