

REQUEST FOR PROPOSALS RESEARCH CONSULTANT

INTRODUCTION AND BACKGROUND

PHI is a national nonprofit research, consulting, and advocacy organization that works to ensure quality care for older adults and people with disabilities by creating quality jobs for direct care workers. We are currently seeking a Research Consultant to contribute to a national study of policy changes implemented during the COVID-19 pandemic and their impact on direct care workers' jobs and economic stability. The primary role of the Research Consultant will be to gather and record data on hazard pay and paid leave policies implemented during the pandemic. This consultancy role will require up to 200 hours of work during the period of April through July 2021 (with flexibility on the duration of the contract and weekly schedule).

SCOPE OF WORK

- Conduct policy research across all 50 states using online search methods supplemented by expert interviews;
- Summarize and record findings in research files using clear, concise language;
- Document research methods and activities to facilitate replication as needed; and
- Contribute to other elements of the research study if required and as time allows, including reviewing the literature and synthesizing research findings.

QUALIFICATIONS

To fulfil this scope of work, PHI is seeking a Research Consultant with the following skills and experience:

- Experience conducting policy research using a range of qualitative methods
- Strong critical thinking and technical writing skills
- Excellent communication skills, with an emphasis on communicating professionally via phone and video
- Ability to work in an independent and self-directed manner, especially in a remote-working context
- Bachelor's degree preferred in public policy, public health, or related field

- Demonstrated interest in social and economic justice issues, particularly related to long-term care, aging, and/or workforce development

LOCATION AND REPORTING RELATIONSHIP

The Research Consultant will conduct the project remotely, as PHI's Bronx office is closed due to safety concerns surrounding COVID-19. PHI's Director of Policy Research, who is based in Durham, NC, will be the lead point of contact throughout this engagement.

SUBMIT A PROPOSAL

To submit a proposal, please send a cover letter and resumé to kscales@phinational.org, indicating "Research Consultant" in the subject line. The cover letter should briefly address the following questions: What specifically interests you about this research project and what skills and experience will you bring to the project? Please also specify your preferred hourly rate. Please direct any questions to Kezia Scales via email or at 718-928-2093.

Application Deadline: March 31, 2021

PHI is committed to diversity. We do not discriminate on the basis of gender, race, color, creed, religion, age, ethnicity, sexual orientation, gender identity and expression, transgender status, marital status, national origin, domestic violence victim status, genetic information, disability or handicap, veteran or military status, or any other characteristic protected by law.