

March 23, 2026

## REQUEST FOR PROPOSALS BILINGUAL FOCUS GROUP FACILITATOR (SPANISH/ENGLISH)

**Location:** California (Travel Required)

**Type:** Part-Time Contractor

**Contract Period:** June 2026 – May 2027

**Description:**

The Possibility Lab is seeking a skilled bilingual (Spanish/English) Focus Group Facilitator to support qualitative research efforts on a part-time, contract basis. The facilitator will be responsible for leading engaging and productive discussions with diverse participant groups of farmworkers in California who primarily speak Spanish. Focus groups are part of a larger research study to understand the impact of ongoing workers' rights labor clinics throughout California. The purpose of the focus groups will be to gather perspectives from farmworkers on their experiences at clinics and with seeking government services to inform ongoing research and statewide policy efforts. The facilitator will also be responsible for providing post-session summaries and debrief notes highlighting key insights, and collaborating with the research team and community partners on focus group planning and broader study objectives. The facilitator will work closely with the Possibility Lab research team.

This role requires travel throughout California to facilitate in-person focus groups in communities in the Sacramento, Central Coast, Central Valley, and Inland Empire regions of California.

**Key Responsibilities:**

- Facilitate focus groups in Spanish with approximately 10-12 participants per session, ensuring an inclusive and comfortable environment for participants.
- Travel to various locations throughout California to conduct in-person focus groups.
- Follow discussion guides and focus group scripts while allowing for natural conversation and probing deeper when valuable insights emerge.
- Manage group dynamics to encourage balanced participation.

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- Collaborate with co-facilitators and/or additional language interpreters (if needed).
- Collaborate with research team and community partners on focus group planning and broader study objectives.
- Assist with research processes (e.g., informed consent, participant compensation) and set up required for focus groups.
- Provide post-session summaries and debrief notes highlighting key insights.
- Translate focus group materials, notes, and transcripts between English and Spanish.
- Maintain professionalism, neutrality, and confidentiality throughout the research process.

## **Session Format:**

- Focus groups will typically include 10-12 participants per session.
- Sessions will generally last 90-120 minutes.
- Focus groups will typically occur in person, but may be held virtually depending on project needs.
- Focus Groups may occur during evening and weekend hours.
- The facilitator may need to collaborate with co-facilitators and/or interpreters, depending on group needs.
- There may be multiple focus groups per month, depending on project needs and scheduling. We anticipate approximately 1-2 focus groups per month during the project period with a target total of 14 focus groups.

## **Qualifications:**

- Fluency in both English and Spanish (spoken and written).
- Demonstrated experience facilitating focus groups, moderating qualitative research discussions, or leading community conversations.
- Ability to travel throughout California as needed.
- Strong interpersonal and communication skills.
- Ability to remain neutral while guiding conversations and encouraging participation from all group members.
- Experience working with diverse communities and cultural backgrounds.

## **Preferred Qualifications:**

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- Background in community engagement, market research, public policy research, or social science research.
- Experience facilitating both in-person and virtual sessions.
- Ability to synthesize discussion themes and provide summaries of key insights.

## Other Requirements:

Proof of insurance in the form of a Certificate of Insurance that meets University of California at Berkeley insurance requirements are shown [here](#). The Certificate of Insurance must list "The Regents of the University of California" as an additional insured.

Note: If a contractor does not have their own insurance, they can purchase it through the university at a cost of \$765. If selected to enter into a contract and the purchase of insurance is necessary, they may be reimbursed for the cost of the insurance once a Purchase Order is in place. DO NOT purchase insurance until you are selected to enter into a contract.

## Commitment & Compensation:

- Contractor will be compensated for out-of-pocket expenses related to required travel to the Sacramento, Central Coast, Central Valley, and Inland Empire regions within California. Compensation may be capped if the successful contractor is based out-of-state.
- Contractor is expected to participate in one-time trainings with the research team on human subjects research and research protocol. These would be virtual meetings with an estimated time commitment of 6 hours.
- Each focus group session is estimated to be between 90 - 120 minutes. We estimate an additional hour for set up. We hope to conduct 14 focus groups in total. The total estimated time commitment is 42 hours (i.e., 3 hours for each of the 14 focus groups).
- For each focus group, we anticipate meeting time with the research team and community partners. These meetings would primarily be to discuss focus group logistics and focus group scripts/discussion guidelines. These would be primarily virtual meetings with an estimated time commitment of 56 hours (i.e., 4 hours for each of the 14 focus groups).

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- For each focus group, we estimate follow up written summaries and documentation to be about 4-6 hours each for a total time commitment of 84 hours (i.e., 6 hours for each of the 14 focus groups).
- The contracted facilitator will be supported by the research team at each focus group, specifically with focus group logistics.
- The expected contract period is June 2026 to May 2027 with peak need anticipated between August 2026 and March 2027.

## How to Apply

Please submit proposals to [possibilitylab@berkeley.edu](mailto:possibilitylab@berkeley.edu) with the subject line of “Bi-lingual Focus Group Facilitator” no later than April 27, 2026, 5:00 p.m. (PST). Include the following in the proposal:

- Resume and brief description (600 words or fewer) of your focus group facilitation and other relevant experience.
- Languages spoken and written.
- Confirm that you would be available to conduct facilitation for focus groups that are scheduled during evening and weekend hours.
- Hourly rate and total not-to-exceed contract amount based on 188 hours of services, as estimated above. The total may also include a line item for insurance and contingency amount if desired.
- Documentation of insurance is not necessary at this time.