

# Job Description

Research, Quality Control, and Reporting Advisor  
(International Consultant)| 1<sup>st</sup> September 2024

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## THP Bangladesh - Background

The Hunger Project-Bangladesh is the nation's largest volunteer-driven development organization. The Hunger Project-Bangladesh is an affiliate of the Global Hunger Project, headquartered in New York, a 501c3 organization incorporated in 1977 and in consultative status with the United Nations since 1985. In a radical departure from traditional service delivery approaches and in an intentional drive to overcome Bangladesh's deeply entrenched mindset of resignation and dependency. The Hunger Project-Bangladesh bases its strategies on the principles of: self-reliance, gender, equality, human dignity, sustainability, volunteerism, and local leadership. It has pioneered women focused, community-led strategies to empower rural communities to achieve sustainable progress in women's leadership, countering violence, promoting peaceful elections, and strengthening local government.

### **THP Goals:**

GOAL 1: Mobilize Rural Communities for self-reliant action

GOAL 2: Empower Women and Girls

GOAL 3: Strengthen Local Government

GOAL 4: Build Alliances for Advocacy and Action

THP has been implementing a FCDO funded project titled Multi-Stakeholder Initiative for Peace and Stability (MIPS). MIPS seeks to build community-based peace volunteer groups and networks, working to identify, prevent and mitigate incidents of political, religious and ethnic violence across Bangladesh to restore political tolerance and harmony. The project will be implemented in a total of 30 districts, including the Chittagong Hill Tracts (CHT) region, and engage people across political parties and sectors of society, women and youth in activities that seek to improve their knowledge and understanding of the conflicts that influence their everyday lives, as well as enhance their skills to prevent and deal with conflicts in their communities. MIPS is an Adaptive Programme that seeks to make relevant its implementation plan and approaches based on the contextual changes, implementation learning, stakeholders' recommendations with clear understanding of the stakeholders' interest, incentive and power to contribute in achieving the project targets. The project will also integrate Thinking and Working Politically (TWP) Approach which will be based on a solid Political Economy Analysis (PEA).

To implement the Programme with the intended approach and principles, MIPS plans to hire an International Consultant for Research, Quality Control and Reporting Adviser.

## Objective of the Assignment

The overall objective of the assignment is to research, maintain necessary research quality control of other research conducted by national and international Researchers, develop and review reporting with the international researchers/ research firm, finalize the project deliverables, and supporting project management in evidence-based quality reporting, operationalizing outcome harvesting, lessons learned and most significant change tools develop/review within the MIPS operational areas.

## Expected Deliverables

The expected deliverables include the followings:

- (a) Review and quality control of project documents e.g., research, baseline, Mid-term and Final evaluation and various reports including Annual Review Report to FCDO, PEA reports, Quarterly donors report, and provide necessary feedback to the respective researchers/research farms based on agreement with the MIPS, THP.
- (b) Research on religious and ethnic violence, Review Result framework, Theory of Change in line with MIPS interventions related to socio-political, religious, and ethnic context.
- (c) Operationalize outcome harvesting, most significant change tools through designing and building capacity of MIPS team members.
- (d) Ensure Conceptualization on Thinking and Working Politically approach, Locally Led-Collective Actions, Adaptive Programme Management, PEA recommendations and execution accordingly by the MIPS team.
- (e) Support MIPS in Set up the Knowledge Management framework, system to establish a standard knowledge Hub and create the access for the most effective utilization.
- (f) Guide the M&E team to improve their quality performance and deliverables.
- (g) Submit a quarterly accomplishment report along with the timesheet for approval from the MIPS Programme Director.
- (h) Review and quality control of any other documents related to MIPS project.

## Key Deliverables, Allocated Days, and Payment

SI.#	Key Deliverables	Allocated Days	% of Yearly Payment
01	Quarterly accomplishment report and timesheet	12 Days	25%
02	Quarterly accomplishment report and timesheet	12 Days	25%
03	Quarterly accomplishment report and timesheet	12 Days	25%
04	Quarterly accomplishment report and timesheet	12 Days	25%

## Consultant Profile

### 1. Academic Qualifications:

- Master's degree in social science or related fields, preferably holding a PhD in peace and/or stability studies. Priority will be given to those with the below experiences.

### 2. Work Experience (Minimum needed)

- Having at least 10 years' experience in various issue-based research, outcome harvesting, most significant change, knowledge management, and Political Economy Analysis.
- Proficiency in MS office, spreadsheet analysis, data management, process documentation, quality review, and reporting.
- Having knowledge/working experience with any project that deals with multi-stakeholder platforms for innovative solutions and promotion of collective actions for desired changes.
- Experience of working with international NGOs/development agencies.

### 3. Language Requirement

- Excellent command of English.

## Proposal Requirements

- A technical proposal (maximum 5 pages) including timeline and methodology.
- Rate per day (VAT and TAX inclusive).
- Most up-to-date CV.
- An Expression of Interest (EoI) detailing relevant experience in completing the tasks mentioned above.

## Weight for Proposal Evaluation

- A technical proposal (60 Marks).
- Academic background and experiences to be demonstrated in the CV and EoI (20 Marks).
- Financial proposal (20 Marks)

## Invoice and Payment Process

- Submit a quarterly accomplishment report along with the timesheet for approval from the MIPS Project Director.
- Payments will be processed quarterly upon receipt of a valid invoice accompanied by the approved timesheet.

## Deadline for Proposal Submission

15 September 2024

**Job location:** Bangladesh

**Post level:** (1) International Consultant

**Languages Required:** English

**Expected duration of Assignment:** 12 days per quarter (total 48 days per Year)

**Renewable:** Yearly renewable based on performance and availability of fund

## Benefit Highlights

As this is the consultancy service, no other benefit is there. So only food, accommodation and conveyance will be offered on an actual basis by The Hunger Project.

## How to Apply

Please submit your proposal as per requirement following the pint number 6.0 mentioned above of this ToR to [infobd@thp.org](mailto:infobd@thp.org)