

Job Description

Research Coordination and Reporting Advisor International Consultant | 1st December 2023

Position Summary

The Hunger Project (THP)-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.

The goals of THP are:

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 29 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 run the Programme with the intended approach and principles, MIPS plans to hire an International Consultant- **Research Coordination and Reporting Advisor** for MIPS staff and stakeholders.

This requirement is in compliance with the Hunger Project Bangladesh. This part-time position is based out of THP's Bangladesh Office and remote support candidates. The position reports to Programme Director of MIPS, THP and is not exempt for overtime.

This is a consultancy position and payment will be made based on agreed per day rate in USD.

Essential Functions

The Essential functions include the following key tasks:

- Write and Finalize TOR and review research proposal of the consultants and provide feedback in consultation with the MIPS Programme Director, and M&E, Research and KM Expert.
- Review research progress and research/ survey/ assessment/ PEA reports and provide necessary feedback to the respective researchers/ research firm based on agreement with the MIPS Programme Director, and M&E, Research and KM Expert.
- Operationalize outcome harvesting, most significant change tools through designing and building capacity of MIPS team members.
- Support MIPS in managing Knowledge Management system for further use of knowledge.
- Submit quarterly accomplishment report with time sheet for approval from the MIPS Programme Director.

Key deliverables, allocated days, and payment:

Sl. #	Key Deliverables	Allocated Days	% Of Yearly Payment
01	Quarterly accomplishment report and time sheet	12 Days	25%
02	Quarterly accomplishment report and time sheet	12 Days	25%
03	Quarterly accomplishment report and time sheet	12 Days	25%
04	Quarterly accomplishment report and time sheet	12 Days	25%

Proposal requirements:

1. A technical proposal in at best 5 pages including timeline and methodology.
2. Rate per day (VAT and TAX inclusive).
3. Candidate's most updated CV.
4. An Expression of Interest (Eoi) indicating experience of accomplishing the tasks, as mentioned, in candidate's previous assignments/ jobs.

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)

Last date of proposal submission: 15 November 2023

Qualifications

Education (Minimum Needed and Type of Degree Needed):

- Minimum Master's Degree preferably Ph.D. Preferred:
- Preferred: Law/ Governance/ Peace and/or Conflict Studies/ Human Rights and Social Justice or any other relevant subject of social science.

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.
- Having knowledge/ working experience with any project that dealing with multi-stakeholder platform for innovative solution and promotion of collective actions for desired changes.
- Experience of working with international NGOs/ development agency.

Specialized Knowledge Needed for Job Performance

- Proficiency with Spreadsheets, and advanced knowledge of Excel is required.
- Strong knowledge and expertise in Research Coordination and Reporting and others issues as mentioned in TOR.
- Experience of working with multi-stakeholder for prevention, mitigation and diffusion of political, religious and ethnic violence to contribute to the overall political, religious and ethnic peace & stability in Bangladesh.

Skills (e.g., Level of Judgment Required, Ability to Direct, Work Independently, Multi-Task etc.):

- Sound judgment, able to troubleshoot problems, come up with creative solutions, while also identifying issues which need to be escalated.
- Project Research management, coordination and reporting skills and ability
- Superior organization skills and high-level of accuracy and attention to detail.
- Strong teamwork and collaboration skills; ability to work with colleagues and partners nationally and internationally.
- Self-driven and results-oriented, with a positive outlook.
- Ability to adapt and work in a very flexible, fluid, and evolving environment.
- Resourceful self-starter with ability to independently multi-task and prioritize.
- High level of comfort with new technologies, and able to quickly learn new tools.

Special Skills (Technical or Advanced)

- Proficiency in MS Office suite, with expertise skills in Excel and Power Point.
- High level of knowledge with Google Suite and tools.

Other (Communication Skills, Aptitudes, or Other Specific Skills or Abilities Required):

- Excellent command over English;

- High level of confidentiality.
- Ability to work in a varying schedule including nights, early mornings, weekends and holidays;
- Ability to travel domestically and internationally, and work on multiple time zones, as necessary.
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

Job location: Bangladesh

Post level: International Consultant

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 forward the necessary in one document to infobd@thp.org. Please include "International Consultant/Research Coordination and Reporting Advisor" in the subject line of your e-mail.