**Project Co-ordination Unit (CCU) of Inclusive Services & Opportunities for Host Community and FDMN Population Project (ISO) and Host & FDMN of Lives Project (HELP), ERD**

*Terms of Reference (ToR)*

Position: Reporting and Publications Officer

# A. Background

Bangladesh has been coping with the sudden and large inflow of the Rohingya population displaced from Myanmar since 2017. The United Nations (UN) has described the Rohingya as "the most persecuted minority in the world". The nearly one million Displaced Rohingya Population (FDMN) reside in 33 extremely congested camps designated by the Government of Bangladesh (GoB) in the Ukhiya and Teknaf upazilas in Cox's Bazar district - Bangladesh hosts the largest camp across the globe. The extended presence of the FDMN puts additional pressure on already poor areas, affecting livelihoods, services, and social cohesion. The Bangladeshi host population in the two upazilas are the poorest in the district, with high socio-economic vulnerability. Hosting the FDMN continues to stretch service delivery of the GoB, including host communities amidst decreasing humanitarian resources.

Even as the humanitarian emergency evolves to a protracted crisis, the GoB has demonstrated its continued commitment and leadership to support the FDMN. Basic assistance in the form of food, shelters, and essential services have been provided using government systems and with support from the international community. Development partners, including the World Bank, have supported the construction of quality infrastructure, including cluster homes, disaster shelters, road networks, embankments, community gardens, warehouses, waste management systems, and electrical power generation systems in the form of solar PV standalone street lighting systems, solar PV water pumping systems, and solar PV nano-grid systems. In addition, lack of formal education and weak shelter infrastructure continue to be a challenge in the Cox’s Bazar camps. To reduce the strain of livelihoods and basic service delivery in Cox’s Bazar, the GoB has facilitated the voluntary relocation of around 30,000 FDMN to Bhasan Char since 2021 an island located in the Bay of Bengal in the Noakhali District. Five UN agencies, five international NGOs, and 27 local NGOs currently operate on the island. While the GoB's position on livelihood activities and skills/vocational trainings has been more open in Bhasan Char compared to Cox's Bazar, livelihood opportunities are still lacking. Further support from the international community is still needed to strengthen basic infrastructure, especially for operations and maintenance.

Despite the GoB's continued efforts, critical challenges exist for the FDMN and the host communities in fulfilling basic needs and improving livelihoods. High prevalence of malnutrition is still reported among both FDMN and host community children. Camps are at higher risks of infectious diseases such as measles, diarrhea and acute respiratory infections. On the livelihoods side, while agriculture remains the largest source of income for the host communities, the FDMN are generally restricted to informal work and paid volunteer work opportunities within the camps. Expanding camp settlements, population growth, and other human activities continue to raise pressure on natural resources in Cox's Bazaar.

Both Cox's Bazar and Bhasan Char are highly vulnerable to climate and disaster risks. In Cox's Bazar, cyclones, flash floods, storm surges, landslides, and fires are identified as disasters that are "very likely" to happen. Critical needs for basic service provision and access remain for both FDMN and host communities. The FDMN camps in Cox's Bazar still face infrastructure gaps and maintenance challenges, with immediate needs centering around upgrading deteriorating water supply infrastructure (especially those not constructed through EMCRP); supporting electricity generation and supply; and improving disaster risk reduction infrastructure and emergency response. Recent disasters including flood-induced landslides and fires emphasize the importance of reducing the structural vulnerability of shelter. Key needs in Bhasan Char include improvement and maintenance of existing infrastructure; accessibility to neighboring lands; livelihoods and education. Most solar streetlights and solar panels on the shelters need to replace. Standalone solar systems on the roofs of the cyclone shelters are also need to replace. Needs for host communities in Cox's Bazar revolve around five areas: basic services and climate resilient infrastructure; gender-based violence response and prevention; education and skills development; and economic opportunities. Due to the high exposure to disasters, measures such as climate resilient infrastructure, cyclone shelters, improved drainage structures, and slope stabilization are also critical.

Access to essential services and economic opportunities for women, elderly, Persons with Disabilities (PWD) and other marginalized people is also challenging in both Host and FDMN communities. Among other factors, gender gaps persist in education, health, and economic outcomes. fear of sexual harassment and violence limits mobility of women and their participation in social and economic activities. The proposed Inclusive Services and Opportunities for Host Communities and FDMN Population (ISO) Project will focus on the most impacted by the crisis those who need social care and improve access to human capital services for vulnerable Host and FDMN communities. On the other hand, the proposed Host and FDMN Enhancement of Lives Project (HELP) will expand and improve access to basic services and build disaster and climate resilience of the FDMN and Host communities. In two projects- ISO and HELP, 12 implementing agencies under 09 ministries are involved to implement the assigned activities.

ERD has been given the responsibility to play a coordinating role to attain the projects development objectives and ensure sustainability of the project through effective coordination and monitoring.

# B. Objectives

The project (CCU-ISO & HELP) will be implemented by the Project Implementation Unit (PIU) and Coordination across all IA’s will be supported by ERD thorough Central Co-ordination Unit (CCU). The CCU, ERD will hire Project Research Officer Consultant support the research, data analysis, documentation, and monitoring needs of the ISO and HELP projects.

The main objective of the services of Project Research Officer are 1) Coordinate, supervise and provide technical guidance on research projects, 2) Provide research guidance and implement research projects in conjunction with other professional and stakeholder, 3) Prepare and implement guidelines concerning research mythology, analysis and evaluation of research programs, 4) Initiate research activities that would lead to development of new courses, evaluate and update existing courses, 5) Conduct periodic surveys to understand the perceptions of the stakeholders, 6) Provide research based advisory services to the financial Institutions and carry out trainings, 7) Analyze and summarize the results from baseline and final reports of the impact evaluation

The assignment includes the following tasks:

* Provide research and data-driven support for decision-making, policy recommendations, project monitoring, and reporting of ISO and HELP project
* Perform supervisor in the field of research management and coordination pertaining research project
* Provide guidance on research and implement research analysis in conjunction with other professional
* Coordinate, supervise and provide technical guidance on the ISO & HELP project’s research
* Forster linkage with other research center and institutions
* Determine and define types of research and consultancy to contribute meaningfully towards professional development of the financial sector
* Initiate and carry out research in curriculum and training development
* Conduct training and facilitate workshops, seminars and conferences based on research results
* Provide research based advisory services and professional services to the financial Institutions other stakeholders
* Provide evidence-based solutions to specific challenges and situations
* Analyze, diagnose and recommend solution for any challenges
* Assist in the coordination of the research in liaison with external partners and researchers, including contributing to planning, providing guidance and managing logistics
* Plan, coordinate and develop training and capacity building activities
* Follow-up with relevant technical officers, government departments, business and employers’ organizations, research entities, NGOs and other stakeholders to expedite the implementation and meet the targets
* Any other tasks assigned by the PD

# C. Scope of Consultant’s Assignment

**Research and Data Analysis**

The Consultant will conduct baseline, midline, and endline research to comprehend project impacts and outcomes.S/he willanalyze primary and secondary data to assess the socio-economic status of Host and FDMN communities.Consultant will be responsible for developing tools for data collection, including surveys, focus group discussion (FGD) guides, and key informant interview (KII) frameworks.Collect and analyze quantitative and qualitative data from project sites (Cox’s Bazar and Bhasan Char) and prepare data reports.Provision of insights to improve project design and implementation based on research findings will be crucial for the Consultant. Consultant will perform quantitative analyses of impact evaluation data, evidence syntheses (e.g., literature reviews, portfolio reviews, learning papers, data gathering), developing questionnaires and databases, or other research-related tasks.

**Project Monitoring and Evaluation (M&E)**

The Consultant will support the development and implementation of a project-specific Monitoring and Evaluation (M&E) framework. S/he will monitor project performance indicators and ensure data collection aligns with project objectives and indicators. Assist in tracking progress on key deliverables and prepare periodic performance reports. Support field visits to verify project activities, collect evidence, and document lessons learned. Assist in the day-to-day management of a large-scale impact evaluation, including organizing meetings and conducting routine communications with project stakeholders.

**Documentation and Reporting**

Prepare reports, briefs, and policy documents based on research findings. Assist in the preparation of monthly, quarterly, and annual progress reports. Case studies and lessons learned documentation from project interventions will be significant for the Consultant. Maintain an organized and secure repository of all research documents, datasets, and reports.

**Policy and Technical Support**

The Consultant will provide technical support to Project Director by delivering evidence-based policy inputs. S/he will also analyze project-related challenges and propose solutions based on research outcomes. Engage with implementing agencies to ensure alignment between research outputs and activities of ISO & HELP projects.

**Coordination and Capacity Building**

The research officer consultant will work closely with implementing agencies, development partners and local stakeholders to coordinate research activities. Provide capacity-building support to project teams on data collection, research methodologies, and documentation. People benefiting

**Technical Advice to PD**

When necessary and required by PD, the Consultant will share data and research results of the whole project. Such advice would include coordination with other government organizations, donors, handling grievances and enhancement of capacity of PIU, etc. The consultant will also assist the PD on any other tasks requested.

**Miscellaneous**

Any other duties deemed necessary by the Project Director as and when required

# D. Key Qualifications

Academic Qualifications and Professional Experience of the Consultant:

**a. Academic Qualification**

* A Master’s degree in Social Science, Statistics, Economics, Development studies, Public Policy or a related field. Equivalent combination of bachelor’s degree in the above areas with relevant work experience in research works will be considered.

**b. Experience**

* Minimum 7 years of experience in research, monitoring and evaluation, or data analysis, preferably in development or humanitarian projects
* Experience conducting field research, data collection, and analysis using tools such as SPSS, STATA, R, or similar software
* Prior experience working on large-scale projects funded by international donors (e.g., World Bank, UN agencies) is preferred
* Strong analytical and quantitative skills with the ability to interpret complex datasets
* Proficiency in data collection and research tools (e.g., KoboToolbox, ODK, or similar platforms)
* Excellent research and analytical skills in both qualitative and quantitative research
* Knowledge in Accounting, Economics or Finance
* Excellent report writing and communication skills in both English and Bangla.
* Ability to work independently and collaboratively in a multi-stakeholder environment.
* Strong organizational and time management skills.
* Ability to travel to project sites and work in challenging environments

# E. Duration of the Assignment

The Consultant will perform the Services upto June 2028 or project closing date, whichever is earlier, from date of contract agreement . However, the duration will depend on the performance of the individual in this position.

# F. Institutional Arrangement

The Consultant will be responsible to the PD. She/he will assist PD to ensure that all data collection and research related reporting is completed on time to enable the Project to meet the deadlines of various GoB authorities and the World Bank. The Consultant will submit the field visit report frequently along with the recommendation for further improvement.

The PIU will provide necessary assistance to the Consultant in carrying out their activities under the project. The PIU will provide necessary office accommodation, computer, logistic services, consumables and other things or related services required for smooth execution of his services. The PIU will provide necessary assistance to carry field trips if necessary.

# G. Reporting Obligations

1. Inception Report
2. Monthly Activity Report
3. Quarterly Progress Report
4. Final Report

# H. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

# I. Procurement/ Hiring method

The Consultant will be hired and contracted as per the “Individual Consultant (IC)” Selection method of **World Bank Procurement Regulation (PR), 2016 (Revised February 2025).**