

Statement of Work (SOW)

For Hiring Jr Consultants -Qualitative Data Analysis

United State Forest Service International Program
Community Partnership to Strengthen Sustainable Development Program
(Compass)

Component	:	Monitoring Evaluation and Learning (MEL)		
Name of Position	:	Jr Consultant -Qualitative Data Analysis (02 person)		
Period of Performance begins	:	May 1, 2024	and ends	: June 30 2024
			During the period No. of Days	: 15 days per person

Background:

Compass is an interagency partnership between USAID Bangladesh and the United States Forest Service, International Programs (USFS/IP). It works with USAID Bangladesh to strengthen institutions and communities' capacity to manage natural resources and improve livelihoods in Bangladesh through evidence-based scientific technical exchange. USFS/IP implements the Compass Program to address natural resource management challenges in Bangladesh by establishing a youth conservation corps, strengthening community capacity, and promoting public participation, assisting the Bangladesh Forest Department (BFD) with technical assistance, and strengthening academic and research institutions' capacity in natural resource management and resilience. Compass works throughout the country, with a particular emphasis on the Bandarban, Cox's Bazar, and Dhaka districts. Currently, Compass has planned to conduct overall stocktaking following the completion of the project period and to utilize the findings in its final report. Compass will engage the junior consultants to get their support in qualitative data transcribing and analysis.

Working Locations: Compass project locations across the thematic components, including its country office in Dhaka.

Data Collection under Compass Stocktaking

Objective:

- To conduct qualitative data collection and analysis and build evidence base to understand project outcomes, impact, lessons learned, and sustainability under its final “Stocktaking” exercises.

Key Tasks:

- Facilitating qualitative data collection.
- Transcribing and translating the collected data.
- Organizing and summarizing the collected data to make them useful in the Compass final reporting.
- Any other related tasks to be assigned by the Compass MEL Manager.

Methodology of data collection:

- Documents review
- One-on-one in-person and/or telephonic interviews with the selected stakeholders.
- Pause and Reflect events, After Action Reviews, FGDs.
- Data processing, analysis, and report writing.

Deliverables:

Working in close collaboration with the Compass MEL Manager, the consultants will:

- Complete data collection from the sampled respondents.
- Submit transcriptions to the Compass MEL Manager.
- Submit the summary of qualitative data by categories or contents.

Duration of the assignment:

This assignment is from May 1, 2024, to June 30, 2024. Approximately 15 working days per person (May be changed if required).

Reporting Arrangement:

The Consultants/Data Enamurator will report to the Compass MEL Manager in Dhaka, Bangladesh.

Requirements:

- Experience in qualitative data collection, data processing, and reporting.
- Master's degree in Social Sciences, Statistics, Forestry, Environmental Science, Agriculture, and other relevant subjects with a good academic track record from reputed universities.
- Experience in qualitative data collection, analysis, and reporting.
- Knowing the CHT tribal language is a plus.
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Remuneration Packages:

- Remuneration will be BDT 3000-6000 per working day, subject to qualification.
- Field travel: Accommodation, transport, and other applicable expenses as per Compass program policy

Application process:

Apply with a CV by mentioning "Jr Consultant -Qualitative Data Analysis" in the subject line to: compassprocurementbd@compass-bd.org

Application deadline: On or before April 10, 2024

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