



TERMS OF REFERENCE (ToR) for Individual Consultant

For

End-Line Survey report writing on Social Norms and Women Leadership under “To enhance advocacy and leadership capacities to promote gender, women’s empowerment, GBV and social cohesion for Rohingya women and women-led organizations” Project

1. GENERAL INFORMATION

Post Title:	Local/National Individual Consultant
Duty Station:	Dhaka, Bangladesh
Duration:	5 Working days (within 18 July 2024 – 31 July 2024)

2. BACKGROUND / PROJECT DESCRIPTION

Research, Training and Management (RTM) International is a non-profit resource organization based in Dhaka, Bangladesh and has been providing high quality technical and professional support to government, private sector organizations and development partners in Bangladesh for the management, technical assistance, capacity building and research and evaluation including design, survey and evaluation of program initiatives.

RTM International is implementing the project ‘To enhance advocacy and leadership capacities to promote gender, women’s empowerment, GBV and social cohesion for Rohingya women and women-led organizations with the financial support from UN Women. RTM International aims to enhance the skills, knowledge, and competencies of the project’s beneficiaries and its staffs both in HQ and Field Office across various approved thematic areas under this project. As per the requirement of the project, RTMI has conducted end-line survey and now is going to employ a Consultant for report writing as specified below.

3. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

Under the direct supervision of the Executive Director of RTMI and with financial support from UN Women, the consultant is expected to undertake the following tasks:

- Prepare and finalize data analysis and tabulation plan and generate output tables accordingly
- Analyze collected data from the respondents as per sampling list, using prescribed tools and technique
- Analytical observations should be provided in line with the objective of End-line survey
- Jointly work with UN Women during data processing and advanced statistical analysis
- Submit draft report of the study to Project Coordinator prior to the submission of final report to Executive Director.
- Project Coordinator will review the draft report and provide necessary feedback. The Consultant will submit final report addressing the feedback received from Project coordinator

4. DELIVERABLES

- Data analysis plan
- Draft report
- Final report incorporating feedback.

5. PAYMENT

- After submission of final report with all the deliverables.

6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report to the Executive Director of RTMI.

7. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

Mandatory:

- At least seven 7 years' experience conducting and leading end line study both in quantitative and qualitative, should be with reputed organizations (INGOs, NGOs, UN, and other humanitarian agencies)
- Minimum Master's degree in a relevant field, such as International Development, Public Policy, Economics, Social Sciences, Statistics, or a related discipline;
- Experience in quantitative and qualitative data collection and analysis
- Experience in documenting good practices, process documentation etc.
- Excellent writing skill of reports in English

Competencies:

Ability to think strategically, develop initiatives as well as to provide innovative solutions and advice through learning. Data analysis and report writing experience will be given preference.

Language:

Strong spoken and written competence (Both Bangla & English).

8. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose or authorize the disclosure of any proprietary or information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of RTMI.

9. How to apply

Interested and capable candidates should send their application documents to: recruitment@rtm-international.org before or on **11 July 2024**.