

Ground Truth Solutions

Strengthening accountability in the humanitarian response in Cox's Bazar, Bangladesh

Independent Consultant – Terms of Reference

Summary

Ground Truth Solutions (GTS) is seeking a local consultant to work on a project entitled 'Strengthening Accountability in Bangladesh'. The consultancy will be based in Cox's Bazar, Bangladesh for the period of May 2020-March 2022.

The consultant would be accountable for managing data collection and dialogue processes and leading on project deliverables, including quantitative and qualitative research, capacity-strengthening activities, and community dialogue. The consultant will be working closely with partner organisations, sectors, and response coordination structures to support and advocate for the collection and use of perception data.

Background

Supported by the Australian Department of Foreign Affairs and Trade (DFAT), GTS is implementing a two-year project in Cox's Bazar to ensure the humanitarian response is informed and monitored based on the views of affected people. Building on our [current projects](#) and partnerships in-country, GTS will expand on its systematic collection of perceptions of aid recipients at the response-wide level, as well as implement a systems-strengthening approach designed to support actors on how to process, make sense of, and act on perception data.

The project seeks to ensure that affected communities are meaningfully engaged throughout the humanitarian response. To that end, GTS is executing a multi-pronged approach with the following activities:

- Quantitative response-wide perception surveys, including analysis and dialogue with humanitarian community
- Community dialogue and support for community-level advocacy
- Qualitative enquiry to better understand cultural barriers to feedback provision, specifically among vulnerable groups
- Design and implementation of systems-strengthening package to upgrade capacity of national and international actors to support the regular collection of feedback across the response

GTS is recruiting a local consultant who will work under the remote supervision of a project team (Project Coordinator and Programme Manager) based outside of Bangladesh:

- The consultant is a Bangladeshi national based in, or willing to relocate to, Cox's Bazar
- Full time, 18 month contract
- Occasional national travel, fully paid for, with per diem rate included

Purpose, scope, and responsibilities

Survey design, data collection, and analysis

- Contribute to the design, translation, and testing of survey tools
- Train enumerators on face-to-face data collection and qualitative interview facilitation
- Ensure overall oversight and quality of data collection through on-site supervision and real-time quality checks
- Refine methodologies and survey tools as necessary
- Clean and analyse data in line with GTS guidelines
- Conduct desk research and consultations with humanitarian partners to triangulate findings
- Work jointly with team members to draft reports and develop presentation materials

- Present survey results to individual organisations, sectors, and coordination leads
- Develop and execute strategies in collaboration with partners on communicating findings to surveyed populations
- Provide logistical support as necessary (payments for services, accommodations in the field, procuring tools, printing materials, etc)

Implementation of systems-strengthening approach

- Provide regional and contextual information to support the project team (on humanitarian context, challenges, relevant research, and current practices)
- Ensure overall oversight and quality of project implementation
- Collaborate with response actors, including local and international, to align GTS support to their needs
- Contribute to the development of training materials as required, and where needed help deliver those trainings
- Contribute to research and survey tools to be rolled out among project partners
- Help formulate recommendations to agencies, sectors, and coordination leads on how to improve feedback practices and community engagement more broadly
- Produce context-specific guides and resources for the response based on findings and lessons learned
- Provide bespoke support to individual humanitarian agencies, sectors, and response leadership to operationalise tools and guides as required
- Represent GTS, and by extension the project as a whole, in relevant meetings and fora

Learning

- Contribute to internal learning by summarising lessons learned and provide feedback/recommendations on experiences of working on this project

Key activities and deliverables

- Contribute to drafting of reports and other outputs outlining findings from quantitative and qualitative research
- Presentations of findings after each round of data collection and additional ad-hoc roundtables/discussions to make sense of research and identify follow-up actions
- Community engagement activities to share and facilitate dialogue around findings, co-design survey tools and approaches, and identify community-led solutions
- Attend relevant sector meetings, other coordination meetings, and strategic discussions with other project participants
- Contribute content to any advocacy and communication materials
- Train partner staff, with technical support and advice from GTS
- Provide general support to key focal points within humanitarian agencies, with support from GTS, on the collection, analysis and use of community feedback data
- Advocate and drive the process forward on the ground
- Contribute to any reporting summarising lessons learned at the end of the year

Location

The GTS consultant will need to be based in or near Cox's Bazar, Bangladesh. We will not accept applications from individuals based outside of Bangladesh.

Skills and experience

- Prior experience in humanitarian coordination, accountability, information management or community engagement
- University degree in a relevant field

- Understanding of research methods and/or monitoring and evaluation in humanitarian contexts
- Excellent communication skills in English, Bangla and Rohingya a plus

How to apply

All interested candidates should email their CV and a short cover letter outlining their suitability for the role and daily rate to **hr@groundtruthsolutions.org** with the subject line 'Consultancy – Cox's Bazar' by May 12. Applications will be considered on a rolling basis, however we are looking to fill the role as soon as possible. The consultant should either be a Bangladeshi national, or otherwise have pre-existing residency in the area.