Date: May 07, 2025

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| **Terms of Reference**  Field Researcher/Facilitator for the RE Interventions in NABAPALLAB Project |

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| **Onboarding Date** | 18 May 2025 |
| **Position** | Field Researcher/Facilitator – RE Market Development |
| **Project** | NABAPALLAB |
| **Number of Vacancies** | 9 (confirmed for Sunderban ECA), and 3 (depends on donor/consortium approval for Hakaluki ECA, a pool will be created now) |
| **Job Location** | Type a: Khulna, Bagerhat, Satkhira (3 facilitators for each district);  Type b: Sylhet, Moulvibazar (depends on donor/consortium approval) |
| **Reporting Line** | Field Team Leader, NABAPALLAB (Administrative/Operation) and  Sr. Sectoral Expert-Renewable Energy, NABAPALLAB (Technical Support) |

1. **Organizational Background**

iDE is an international NGO with over 35 years of experience designing and delivering market-based anti-poverty programs in 11 countries. We are a world leader in making markets work for the poor and the longest-established market development specialist NGO in Bangladesh. iDE believes that markets can be a powerful force for improving smallholder prosperity by creating income and livelihood opportunities for poor rural households. iDE Bangladesh currently has eight projects in agricultural markets, water, sanitation, and hygiene (WASH), and access to finance, focusing on women’s economic empowerment and climate-smart technologies.

1. **Project Background**

“Nature Based Adaptation towards Prosperous and Adept Lives & Livelihoods in Bangladesh (NABAPALLAB/ নবপল্লব)” funded by UK Foreign, Commonwealth and Development Office (FCDO). The CARE Bangladesh-led consortium has been selected to implement the project in two Ecologically Critical Areas (ECA) – Sundarbans and Hakaluki Haor. The other consortium members are CNRS, CordAid, C3ER-BRAC University, Dushtha Shasthya Kendra (DSK), Friendship, Humanity & Inclusion (HI), iDE, and Practical Action. It is a key component of the Bangladesh-UK Accord on Climate Change and will deliver the adaptation outcome of the FCDO’s flagship Bangladesh Climate and Environment Programme (BCEP). The programme will make a significant contribution in Bangladesh to progress against the GoB’s policies and priorities, e.g., National Adaptation Plan (NAP), Nationally Determined Contribution (NDC), commitments to biodiversity conservation, ongoing 8th Five-Year Plan, etc. And it will also contribute to the UK’s commitment to International Climate Finance (ICF).

1. **Understanding of the Assignment**

iDE is looking to hire skilled and experienced field researchers/facilitators for the NABAPALLAB project. The project is being implemented in the Sunderban ecologically critical area (ECA) till now and might operate in Hakaluki ECA contingent upon donor/consortium approval. The project team needs assistance from these researchers in executing a set of planned activities in the field under Renewable Energy (RE) interventions as per the project implementation strategy and planning. Along with this, they will be supporting in tracking and analyzing project-specific targets to assess the outcome of piloting various technologies in ECAs. They will also coordinate with both the sectoral expert and the field team for the implementation of the project activities and collect relevant data with the highest quality measures. Nine (9) of the selected field researchers/facilitators will be assigned to work on the NABAPALLAB project’s Sunderban ECA, which is 9 Upazilas in Khulna, Bagerhat, and Satkhira districts. Meanwhile, the rest of three (3) will be working in Hakalui ECA, which is Sylhet and Moulvibazar districts (depending upon donor/consortium approval as mentioned earlier). They will be required to complete the assigned and planned task from the field before the contract ends.

This is a three-month-long assignment that is expected to be renewed for additional months based on project requirements, budget availability, and staff performance. For Sunderban ECA, the assignment will start within one week of the deadline mentioned in this circular and will be completed after three months from the date of appointment (maximum 45 working days within the contract period). For Hakaluki ECA, the start and finish dates will be notified later to the pool of candidates once donor/consortium approval is made. iDE is committed to equal opportunities for all and does not discriminate on the grounds of race, gender, religion, sexual orientation, or any other status. Women and minority candidates are encouraged to apply.

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| **Key Roles, Responsibilities, and Deliverables** | **Key Roles:**   * Explore detailed market information related to RE technologies piloting * Identify decision makers, purchasers, and users of RE technologies from the field * Facilitate/organize IDIs, KIIs, and FGDs to   a) gather customer insights such as experiences, motivations, and barriers to adoption, and  b) develop buyer personas and a prioritised potential customer list   * Develop an adequate understanding of the target customer/community/groups * Facilitate basic awareness generation through structured conversation/event * Find interested technicians who will be trained later to strengthen RE supply chain * Meet with enterprises/dealers/retailers to create opportunities for RE business * Support team in community and local market actor mobilization * Attend training conducted by the project team * Prepare a thorough work plan for executing the assignment * Support team in organizing training, workshops, and other events, ensuring participants' attendance, logistic arrangements, and record keeping * Visit assigned entrepreneur groups regularly, identify challenges/problems, and document those appropriately * Submit monthly reports as per project needs * Maintain effective communication with key staff to provide updates on the progress and challenges in the field and seek guidance on the way forward * Proofread the transcribed data and submit error-free data and documents * Report to the field team leader, NABAPALLAB on a weekly basis for operational issues and senior sectoral expert-RE, NABAPALLAB, once in every two weeks for technical backstopping * Any other assignments/tasks based on the project needs   **Based on the field context, the field researcher/facilitator is expected to deliver the following:**   * Work plan for the execution of the assignment * Monthly progress report * Timesheet and movement log * Event participant list, bill voucher (if any), and other record-keeping/compliance documents * Clear and well-written documents in English/Bengali (as needed) from the data collected in the field |
| **Education** | * Bachelor's/Diploma degree in three different categories as follows:  1. Business Administration, Commerce, Marketing, Economics; 2. Development Studies, Sociology, Anthropology, Agriculture; 3. Electrical, Mechanical, Civil, and Agricultural engineering   Ideally, field researchers/facilitators will be selected from each of the categories mentioned above and grouped into designated working areas |
| **Work Experience** | * 1-2 years of experience in the development sector will get preference * Fresh Graduates are also encouraged to apply with appropriate motivation and skills |
| **Required Skills** | **Technical Skills**   * Familiarity with rural context, markets, and local requirements of Bangladesh; * Strong interpersonal skills; * Able to work independently, leveraging support from relevant team members; * Ability to develop working relationships in a multicultural environment; * Learning attitude and keen to understand requirements; * Good communication skills to deal with local entrepreneurs and the community. Respectful of local community settings and societal norms, understand the need for seeking consent, and understand the approach to conduct themselves in the local, rural communities; * Willing to travel as per the requirement to field areas; * Dynamic and energetic individual; * Results-oriented and a team player.   **Software skills**   * A good user of the MS Office Suite (Word, Excel, and PowerPoint); * Familiarity and usage of Email software and Windows OS |
| **Coordination** | Field Team Leader (admin/operation) and Senior Sectoral Expert-RE (technical) for major issues. For day-to-day operations, engage with the Officer-Market Development (NABAPALLAB) assigned to the working area. |
| **Financial Benefits and Conditions** | * S/he will get **BDT 1,200/day** as daily remuneration of service for a maximum of 45 days over 3 months, i.e., total note exceeding BDT 54,000 (inclusive of VAT and TAX) * This includes the fees of Field facilitators and researchers and any work-related expenses (including travel costs, phone allowance, accommodation, and food expenses, etc.). * The payment will be made in installments as follows: 100% payment upon completion and submission of acceptable deliverables, including an approved timesheet in each month, with consideration of **the ‘No Work No Pay’** modality. * The following terms and conditions will apply: * *The payment will be made through an account payee cheque/ wire transfer (account name, number, type, bank name, and branch name are required for wire transfer)* * *Government VAT and tax regulations will be applied, and iDE Bangladesh will deduct all relevant VAT and Tax at source as per the GoB rule* * *TIN certificate (if applicable) must be submitted during the agreement signing* * *In case of failure to deliver the final product in due time, iDE Bangladesh will deduct 0.05% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement* * *The selected researcher/consultant/firm will abide by the other terms and conditions of iDE Bangladesh* |
| **Terms & Conditions** | * Ready to undertake frequent and extensive field travel using local transport * Willing to follow iDE rules and regulations * Available for agreed-upon dates and assignments * Candidates from project areas (Sunderban ECA-Khulna, Bagerhat, Satkhira, and Hakaluki ECA-Sylhet, Moulvibazar, and surrounding districts) will get preference. * Candidates **must have their smartphones** to use in the project activity. * Candidates **having their personal vehicle/own motorbike** with a valid driving license and a **personal laptop/desktop** will get preference. |
| **Other Information** | * The period for conducting the assignment might be affected if unfavorable or unavoidable conditions arise during the period of the assignment. Under such circumstances, the facilitator is expected to be able to accommodate these changes without additional cost. A final detailed work schedule will be determined during the orientation meeting. * The remuneration package, workdays, and deliverables may change based on negotiations with the iDE management. * iDE reserves the right to terminate this agreement at any time with the consultation of the Field facilitator/ researcher as per the instituitional policy. * They will not be able to avail of regular HR facilities due to the short-term nature of the contract |

**Major responsibilities of iDE**

iDE will provide the Field facilitator/ researcher with the necessary support to undertake and implement the assignment, and to execute the objectives of this assignment. Such responsibilities include the following:

1. iDE will take responsibility for the assignment of the contract and onboarding of the field researcher/facilitator
2. Provide initial briefing and provide specialized, tailored training to accomplish the tasks
3. Provide relevant documents and technical support
4. Guide the researcher/facilitator to enable him/her to understand the deliverables required
5. The project field team will assist the field researcher/facilitator by providing information on project locations and respondents
6. Disburse payment as per the agreed schedule in the contract

**Interested candidates for the Field facilitator/ researcher position are asked to submit their CV (max. 04 pages) to iDE Bangladesh through email to:**

Manager-Asset & Procurement, iDE Bangladesh

Address: iDE,

Neo 1/B, Road 90, Gulshan 2, Dhaka 1216

Email: [bangladesh.procurement@ideglobal.org](mailto:nuddin@ideglobal.org)

Please write **‘NABAPALLAB -Field Researcher/Facilitator’** in the subject line. The applications should be submitted by **5:00 pm BST on 13th May 2025**. Only shortlisted candidates will be contacted and invited for an interview.