

Terms of Reference

Research Assistant-Internship

Ethical Trading Initiative Bangladesh

Overview

Duty Station: ETI Bangladesh Ltd., Dhaka, Bangladesh.

Contract Type: Internship (paid)

Duration: 7 months

About Ethical Trading Initiative (ETI)

ETI is a ground-breaking alliance of companies, trade unions and voluntary organisations, working in partnership to improve the working lives of people across the globe who make or grow consumer goods – everything from tea to T-shirts, from flowers to footballs. Our vision is a world where all workers are free from exploitation and discrimination, and work in conditions of freedom, security and equity.

Corporate members include many high street names, from fashion outlets like Primark, Inditex and Next to department stores and supermarket giants like Tesco and Asda; from tea, coffee and botanical ingredients suppliers such as Finlays .

Our voluntary sector members bring specialized knowledge of labour rights and international development, while our union members represent nearly 160 million workers around the world in every country where free trade unions can operate.

With nearly 60 member companies, our collective influence is growing every year; our member companies' ethical trade activities already cover some 40,000 suppliers, reaching more than 8.6 million workers.

About ETI Bangladesh

ETI Bangladesh Ltd. is a fully owned subsidiary of ETI; established with the aim of designing and delivering programmes and activities in Bangladesh to achieve ETI's global vision and strategy. As part of that vision ETI Bangladesh Ltd is delivering Joint ETI (JETI) Social Dialogue Programme in Bangladesh. Joint ETI Social Dialogue Programme is a collaborative initiative that strives to empower low-income workers working in global supply chains; by enabling worker voice. Bringing together global brands, their suppliers, local trade unions and other stakeholders; JETI Social Dialogue Programme drives impact for workers and business via workplace-based interventions with the aim of improving dialogue between workers and management and to build workers' capacity to represent their needs. Since its inception in 2015, JETI Social Dialogue Programme has worked in 50 workplaces and has increased the well-being of more than 120,000 workers.

For more information about the ETI Bangladesh and our project, please visit <https://etibd.org/>

ETI Bangladesh is looking for an enthusiastic candidate for an an Internship (Research Assistant) to support its expanding portfolio of projects and research initiatives. The Intern-Research Assistant will receive a fixed remuneration remuneration (monthly basis) for their contributions. **As this is a temporary position for 7 months, no other benefits will be applicable as permanent staff. Admissible travel cost for the field visit will be paid by the Organization (ETI Bangladesh).**

Title: Research Assistant (Intern)

Report to: Programme Officer-MEL, but will be closely working with the ETI Bangladesh Team for task management.

Main Purpose for the Internship:

The Intern- Research Assistant shall assist in research activities across multiple projects, working within the Programme Monitoring, Evaluation, and Learning (PMEL) unit. The Intern-RA shall assist in designing and implementing various research initiatives, developing research tools, contribute to the quality assurance of data collection processes, conducting analysis (qualitative and quantitative), and assist in documentation and reporting research reports. Additionally, assist the MEL Unit for implementation of ETI Bangladesh's monitoring, evaluation, and learning strategy to ensure programme quality and effectiveness.

Key Responsibilities:

Under the supervision of the Programme Officer – MEL, the Intern-Research Assistant will be responsible for the following tasks:

A. Research Support

- Assist in the design and development of research and survey tools (questionnaires, FGD/KII checklists, etc.).
- Contribute to desk reviews, literature searches, and secondary data analysis for ongoing projects.
- Assist in coding, transcription, and cleaning of qualitative and quantitative data.
- Provide support during enumerator training and field-testing of tools.

B. Monitoring and Evaluation Support

- Assist in tracking project indicators and updating monitoring dashboards or databases.
- Support in setting up and maintaining MEL systems and templates across projects.
- Participate in routine data quality checks and data verification processes.

C. Data Analysis and Reporting

- Assist in conducting basic quantitative data analysis using Excel/SPSS/Power BI/R (based on intern's capacity).
- Support in thematic coding and analysis of qualitative data.
- Contribute to visualization of findings (charts, graphs, infographics).
- Assist in drafting sections of research summaries, case studies, and donor reports.

D. Documentation and Learning

- Assist in preparation of documentation for knowledge-sharing events, workshops, and MEL learning sessions.
- Support preparation of PowerPoint presentations and communication briefs for internal and external dissemination

Qualifications:

- Graduation in any branches of social sciences, preferably in statistics, economics, sociology, anthropology or development studies.
- Academic/ any professional training in research methodologies, survey design, data analysis or social science research, and report writing is an advantage.
- Knowledge of the Bangladesh Tannery and RMG sector, Labor laws and rules, Climate change and just transition is preferred

Competencies:

- Experience in academic thesis/ research/ dissertation will be preferable.
- Expertise in quantitative and qualitative research methods
- Experience in survey data collection and analysis in academic life and/or in a national, international organisation.
- Proficiency in data collection platforms (KOBO Toolbox, ODK, SurveyCTO) and analytical software (MS Excel, SPSS, Stata etc.)
- Experience in writing report (English and Bengali), case studies.
- Self-motivation skill towards excellent deliverables and strong interest in sustainability issues.

Interested candidates are required to submit their detailed CV (No more than 2 pages) along with a letter of interest (focusing on how this internship will help in his/her academic/ career goal) at:

hr-admin@etibd.org

within 18 August, 2025 (You must mention the position title in the subject line of your mail). Early submission is strongly encouraged as the application collection and selection process will run simultaneously. Only short-listed candidates will be contacted for an interview. Any form of persuasion in the selection process will automatically disqualify the candidacy.

ETI Bangladesh values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

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