Job Description

Intern- Research Assistant

Ethical Trading Initiative Bangladesh

Overview

Title: Research Assistant (Intern)

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

Contract Type: Fixed-term paid internship

Duration: 3 months (1 January 2027- 31 March 2027)

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 an independently registered 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. work with and develop the private sector to understand and overcome the challenges of achieving Decent Work, with a focus on the transversal issues prevalent in complex supply chains. In Bangladesh, we deliver social dialogue programmes, training and behavioural change programmes, gender sensitive workplace programme, occupational health and safety programme and ongoing support to develop and embed business code to improve working conditions with a range of businesses from MSME suppliers to international retailers. Often, we work with suppliers and MSME's via our international membership, that includes 7 out of 10 of the largest UK retailers, to build the collective capacity

and understanding required to create lasting change. Since its inception in 2015, ETI Bangladesh Programmes have worked in almost 200+ workplaces ranging from RMG to Tannery industry and has reached more than almost 485,000+ workers.

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

ETI Bangladesh is looking for an enthusiastic candidate for an Internship (Research Assistant) to support its expanding portfolio of projects and research initiatives in Monitoring, Evaluation and Learning (MEL) Unit. The Intern-Research Assistant will receive a fixed remuneration (monthly basis) for their contributions. **As this is a temporary position for 3 months, no other benefits will be applicable as permanent staff. Admissible travel cost for field visit will be paid by the Organization (ETI Bangladesh).**

Reports to: Senior Programme Officer-MEL but will be working closely 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 Senior Programme Officer – MEL, the Intern-RA 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, development studies or a related field.
- Academic/ any professional training in research methodologies, survey design, data analysis or social science research, 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.).
- Strong skills in structured qualitative coding (deductive and inductive) and in the use of qualitative analysis software (e.g. NVivo, ATLAS.ti, MAXQDA, Dedoose) or systematic Excel-based coding matrices.
- 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

by **15 November, 2026** (You must mention the position title in the subject line of your email). Early submission is strongly encouraged as the application collection and selection process will go simultaneously. Only short-listed candidates will be contacted for an interview. Any form of persuasion in the selection process will automatically disqualify the candidate.

ETI Bangladesh fosters a welcoming work environment built on mutual respect, collaboration, and inter-team support. The culture is inclusive and sensitive towards colleagues, encourages open dialogue and idea-sharing, and promotes enthusiastic team members to grow and thrive.