

# Practical ACTION

Job profile

## PROJECT OFFICER (RESEARCH & ANALYSIS)



<b>Title</b>	Project Officer (Research & Analysis)
<b>Number of Position</b>	01
<b>Reporting to</b>	Project Manager
<b>Groups</b>	Programme Delivery Unit (PDU)
<b>Relationships</b>	Thematic lead and Specialists, Consortium Partner Organisation, Consultant/s, Coordinator-GSS, Finance Coordinator, MEL Team and targeted stakeholders including commercial companies for e-cooking and dealers and retailers, GoB departments, volunteers
<b>Financial scope</b>	As assigned or delegated
<b>Location</b>	Dhaka
<b>Nature of contract</b>	06 months with possibility of extension
<b>Monthly Salary</b>	Gross Salary BDT 59,125/-
<b>Travel</b>	Frequent visits in project areas

# Practical Action

## About Us

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

## Our Aims

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living.
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

## How We Work

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability,
- Define the change at scale we need to make,
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
  - Demonstrate that our solutions are sustainable in the real world,
  - Learn by capturing evidence and adapting our approach,
  - Inspire wider support to multiply our impact.

## Our Organisation

Practical Action is an unconventional, multi-disciplinary change making organisation:

- A highly innovative community development charity operating in Africa, Asia, and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well-respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities, and inspire sustainable change.

## Purpose of the Assignment

Practical Action recently awarded funding in the form of a grant from the Government of the United Kingdom of Great Britain and Northern Ireland acting through Department for International Development (DFID). Subsequently replaced for the Foreign, Commonwealth and Development Office (FCDO), to carry out and oversee the Project titled “Modern Energy Cooking Services (MECS) Clean Cooking Research Study” and which is subject to the accountable grant agreement between FCDO and Loughborough University.

In seeking to spark a new approach to clean cooking, the Modern Energy Cooking Services (MECS) programme researches the socio-economic realities of a transition from polluting fuels to a range of modern fuels.

Specific objectives of the agreement are:

- a) To conduct a comprehensive assessment of the current cooking energy needs, practices, and preferences of host communities in Cox's Bazar.
- b) Assess current cooking technologies in Cox's Bazar District especially Ramu & Ukhia Upazilla.
- c) Evaluate the integration of E-Cooking appliances (Rice Cookers, Induction Cookers, Infrared Cookers) with solar home systems and mini-grids.
- d) Enhance access to renewable electricity, reduce energy costs, and promote sustainable cooking practices.
- e) Ensure all desired output and impact with assigned responsibilities of strengthening the e-cooking business value chain,

- f) Develop and facilitate enabling environment actions for sustainable growth of e-cooking appliances and reaching last mile.
- g) To contribute to building resilience in refugee and host communities by providing them with sustainable and reliable cooking energy options.

## About the Role

Based in Dhaka, the Project Officer (Research & Analysis) will be responsible for studies, analysis and synthesis, preparation of reports including training modules and conduct training with maintain collaboration with the field level Project Officer, Volunteers and partners like-International Union for Conservation of Nature (IUCN).

## Key Responsibilities

The Project Officer (Research & Analysis) will lead the survey on understanding current cooking practice and other higher tier cooking technologies approaches.

- S/he will oversee and manage overall research tasks on clean cooking solutions, ensuring alignment with MECS objectives.
- S/he will design and implement door to door data collection methods, including surveys and interviews, to gather relevant information.
- S/he will work with volunteers to engage with community members, identify households for participation in the study, and address any concerns or feedback.
- S/he will train and support volunteers in conducting surveys through KOBO software as part of the research study.
- S/he will conduct data analysis to identify trends, insights, and areas requiring further investigation.
- S/he will facilitate field level inception, campaign, module development, and conduct training sessions for participants on E-Cooking appliance usage and maintenance.
- S/he has to collaborate with field project officer, stakeholders, researchers, volunteers, host & rohingya community members, partners, and policy makers, to gather input and disseminate results.
- S/he has to promote and explore opportunities of Gender respect in the E-cooking market.
- S/he will provide critical inputs and opinions to the senior management in determining the strategic positioning and work plan of the organization in that region.
- S/he will prepare detailed reports and presentations summarizing research findings, methodologies, and recommendations for stakeholders.
- S/he will actively maintain detailed records of research activities, volunteer participation, and field observations, ensuring all documentation is up-to-date and well-organized.
- Endorse and practice all the policies of Practical Action and ensure the implementation of project interventions following standards and complying with all the relevant policies.

## **Experience, Knowledge & Skills**

- Bachelor's/Master's degree in relevant any discipline from any reputed private/public university (Social Sciences/Statistics/ Energy Studies/Development Studies, Engineering background preferred)
- Proven knowledge and experience of clean cooking technologies and energy solutions as in advantage.
- Having good expertise on research, marketing, market mapping, market analysis, E-cooking value/supply chain and market system is mandatory,
- Ability to manage multiple responsibilities and to set priorities,
- Good English writing, analytical, communication, facilitation and knowledge sharing skills,
- Excellent knowledge in MS Office, Outlook, and other software,
- He/she should have experience on report preparation, documentation, and PowerPoint presentation,
- Willing and able to travel independently outside station.

### **Data Analysis & Reporting:**

- Experience with statistical software (e.g., SPSS, R, Stata).
- Ability to analyze and interpret data trends.
- Prepare detailed reports, research papers, and presentations to communicate results to stakeholders.
- Summarize complex information in a clear and accessible manner.
- Sound Knowledge on KOBO software

The opportunity to work for an organisation that is making a positive difference to the lives of people worldwide, a friendly and supportive culture, working with values driven and highly engaged colleagues, work life balance and flexible working – these are just some of the reasons we think Practical Action is a great place to work.