

BRAC Internship Description

Programme/ Enterprise: Advocacy for Social Change

Project/Unit: Research Management Unit

Duration: 3 months

Application Deadline: 5 May, 2020

Starting Date: 12 May 2020

Location: 15th Floor, BRAC Head Office, Dhaka (During the COVID -19 situation, Intern will work from Home)

Working Hours: 8.30 am – 5.00 pm (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Programme/ Enterprise Description:

BRAC Advocacy works to scale BRAC's impact through policy reforms having three prolonged approaches such as: a) Proactively advocate for strategic public policy reform in cross-cutting areas b) Facilitate policy interventions by programme units c) Design tools for effective person to person advocacy. One of the key task of advocacy is to conduct research to get information in order to persuade policy makers to change their policies, laws or implementations through direct lobbying or other means such as influencing public opinion. Information can be get from secondary source of data or conducting research within the internal team.

Project/Unit Description:

BRAC's Advocacy for Social Change programme's Research Management Unit needs to conduct research more frequently for programme design, implementation and evaluation as BRAC's strategy to become an evidence based advocacy organisation for scaling up by influence. The objective and scope of the research carefully designed to generate succinct evidence through research. Close collaboration with the research team is a must and broader knowledge of BRAC's approach is necessary to ensure robust and reliable research outcomes. The unit is coordinating research both in-house and initiated by other programmes at BRAC. Also, the unit is keeping liaisons with external vendors for research project according to the agreement. The unit also work with the programmes and agency in developing scope/appropriate research questions, research design, methodology, data quality, analysis and reporting by the agency.

Purpose of Internship (including learning outcomes)

The selected candidate would be assisting the research team as per programme requirements. S/he will assist in different stages of research giving both research and coordination support. Since the internship will be with the research unit; s/he will get the test of producing new knowledge through organisational research. Working in research arena is both challenging and dedicating. This will help to enrich one's vision and perspective from an interdisciplinary lens and able to help him/her understand how development research help in policy making.

Intern's Responsibilities

- Research for background works including literature review, questionnaire formulation, translation and transcribe
- Assist in research support and coordination, maintain well communication with internal team and external team (research firm/consultants)
- Arrange both online/offline meeting and maintain calendar for research purpose and writing meeting minutes, brief, concept notes etc.
- Field visit as per research requirements
- Assist in any other task/project assigned by supervisor/team members

Requirements

a) Educational Background

- Level: Bachelor's degree from any reputed University in Bangladesh or abroad
- Subject: Anthropology / Sociology / Economics / Development Studies or any other relevant subjects

b) Language Proficiency

Bangla

- Spoken: Fluent
- Fluent Written: Advanced

English

- Spoken: Fluent
- Advanced Written: Advanced

c) Knowledge/Skills/Competencies:

- Excellent communication skills
- Proficiency in using MS Office Suite
- Bangla typing skills
- Familiarity with primary knowledge on research
- Creative and innovative thinking
- Well understanding of Bangladesh culture and knowledge on current affairs

d) Work/Volunteer Experience: Research experiences preferred.



Eligible candidates to apply following the application process
link: <http://www.brac.net/internship>

BRAC Internship Unit has officially launched its Facebook page named 'Internship at BRAC'. Please follow the link where you will be able to see the page <https://www.facebook.com/BRACInternship/>