

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidate for the following position:

Fellow – Impact Evidence & Documentation

Unit	:	Monitoring Evaluation Accountability and Learning (MEAL)
Location of posting	:	Dhaka
Types of contract	:	Fixed term contract
Duration of Contract	:	For 3 (Three) Months
Number of Position	:	01 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 30,000 with other admissible benefit such as and group life insurance etc

Job Summary

The Fellow – Impact Evidence & Documentation will work under the MEAL Unit and be accountable for capturing data, information and developing impact story documentation of SPA II project. S/he will capture all relevant data, information for impact stories and best practices through field visits in assigned project locations and secondary sources (annual reports and publications).

Key responsibilities include (not limited to)

Document Review and Field Visit (70% of time)

- Meeting with MEAL and SPA II project team for setting plan for impact documentation.
- Review the annual reports 2022-2025 and publications of SPA II.
- Conduct field visit, meeting with PNGOs and Youth Hub leaders to identify impacts or changes.
- Collect evidence, data, information for impact stories and best practices from all seven working areas of SPA II.
- Meeting with respective people or youth groups for depth articulation of the obtained impact story.
- Collect relevant action photos, quotes and reflections aligning with the impact or evidence.
- Compile data, information, photos and stories in a single document for further reference.

Impact Story & Best Practice Document Development (30% of time)

- Meeting with MEAL and SPA II project team of AAB for designing layout of impact document.
- Write content, script, stories, set figures and images.
- Cleaning, editing and proofreading the document.
- Share draft document with the MEAL and SPA II team within set deadlines.
- Create a finalized version of the impact story documentation.

Relationships

<https://actionaidbd.org/>

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S/he will report to the Manager - MEAL.

Required Educational Qualification and Experience

- Education: Preferably Postgraduation, at least a bachelor's degree in social science, English, Statistics, Economics, Anthropology, Mass communication and Journalism and any other relevant subjects from a reputed institution.
- Proven experience in documentation, impact story collection, community engagement, or related fields.
- Strong communication and interpersonal skills.
- Speaking and writing skill both in Bangla and English.
- Able to field visit frequently in remote locations.
- Familiarity with monitoring and evaluation principles.
- Ability to work independently and as part of a team.
- Having a teamwork attitude and ability to work under pressure and deadlines.
- Having experience of working in remote areas and with vulnerable groups.
- Should be gender sensitive and familiar with Human Rights Based Approach.

Technical Skills

- Good Knowledge of Documentation, Data and Information visualization, advanced computer proficiency with MS-Word, MS-Excel, MS PowerPoint, and the use of internet.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Sunday, 31 May 2026**. *The interested candidates are requested to apply before deadline.*
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent