

# Nazia Sultana,

research officer, icddr,b

✉ nazia.naf@gmail.com

🌐 https://decorapa.com

📧 @naaf2

📄 nazia-sultana-21077313b



## Education

- 2015 – 2016 **M.S.S: Dhaka University** in Economics  
CGPA: 3.28 out of 4
- 2012 – 2015 **B.S.S: Dhaka University** in Economics  
CGPA: 3.63 out of 4.
- 2009 – 2011 **High School: Holy Cross College** in Science  
GPA: 5.0 out of 5.0

## Research Publications

### Journal Articles

- 1 **N. Sultana**, A. Hossain, H. Das, *et al.*, “Is the maternal health voucher scheme associated with increasing routine immunization coverage? experience from bangladesh,” *Frontiers in Public Health*, vol. 11, 2023, ISSN: 2296-2565. [DOI: 10.3389/fpubh.2023.963162.](#)
- 2 S. M. A. Hanifi, N. Jahan, **N. Sultana**, S.-A. Hasan, A. Paul, and D. D. Reidpath, “Millions of bangladeshi children missed their scheduled vaccination amidst covid-19 pandemic,” *Frontiers in Public Health*, vol. 9, 2022, ISSN: 2296-2565. [DOI: 10.3389/fpubh.2021.738623.](#)

### Conference Proceedings

- 1 **N. Sultana** and S. Hanifi, “To advance towards a sustainable transformation with a low-resource setting,” in *DevRes 2021 Digital Conference*, Dhaka, Bangladesh, 2021.

### Scientific Reports

- 1 *Chakaria health and demographic surveillance report 2019*. Health Systems and Population Studies Division, International Centre for Diarrhoeal Disease Research, Bangladesh (icddr, b), Dhaka, Bangladesh, 2019.
- 2 *Chakaria health and demographic surveillance report 2018*. Health Systems and Population Studies Division, International Centre for Diarrhoeal Disease Research, Bangladesh (icddr, b), Dhaka, Bangladesh, 2018.

### Submitted Article

- 1 *Migration of mother associated with child vaccination in urban slum of Dhaka, Bangladesh: a cross-sectional study.*
- 2 *Status of bone health among non-pregnant, non-lactating, reproductive-aged women in Bangladesh.*
- 3 *Tobacco and alcohol use among the youth of tea garden workers in Maulvibazar district, Bangladesh.*
- 4 *Understanding Public Intentions and Perceptions towards COVID-19 Vaccines in Bangladesh.*

## Employment History

- 2024 – . . . . . **Research Officer: icddr,b** in Maternal and Child Nutrition and Clinical Services Division  
RESPONSIBILITIES:
- *Manuscript writing*
  - *Research Proposal and Protocol Development*
- 2022 – 2023 **Junior National Consultant: Government of the people's republic of Bangladesh** in Health Economics Unit, Health Services Division, Ministry of Health and Family Welfare  
RESPONSIBILITIES:
- **Research Concept and Proposal Development:** *Brainstorm new research ideas and work with supervisors in proposal development through literature search, reviewing the relevant documents of study; Identify new research ideas and develop concept notes; Review concept notes for peers and provide comments.*
  - **Research Protocol Development:** *Create detailed research design and methodology to achieve the study objectives; Estimate requirements for financial and non-financial resources based on research methodology; Coordinate with Research Administration (RA) for approvals for research-related activities;*
  - **Procuring consulting firms or research organizations for conducting Research:** *Prepare research plans, Terms of Reference (ToR) for research projects, official cost estimates for conducting research, prepare documents for the call for Expression of Interests (EOI), and preparation of Request for Proposals (RFPs); Prepare pre-proposal meeting minutes, evaluation of proposal minutes, preparation and issuing the letter of Invitations (LOIs) and preparation of contract agreements for partner organizations. Review and provide feedback on inception reports, data collection tools, monthly research progress reports, draft research reports submitted by procuring organizations, and organize workshops for disseminating research findings.*
  - **Implementation of Shasthyo Surokhsha Karmasuchi (SSK):** *Implementing SSK concepts (a government-sponsored health protection scheme) and providing methodological and technical support to identify bottlenecks and way-outs of the scheme. Facilitating the alignment of the SSK experiences to strategize HEU's thematic priorities. Support to make the scheme functional and cost-effective through implementation research such as process documentation, monitoring, observations, implementation evaluation, etc.*
  - **Coordination, communication, and Relationships with others:** *Represent HEU and its interests in dealing with the government, international and local organizations, and networks; Contribute towards consolidating and raising the profile of HEU; Represent SSK Cell/HEU in round tables seminars, conferences and forums, and other public events; Develop relationships with local organizations and networks; Establish national and regional strategic relations and alliances with partners and civil society working in common cause with SSK Cell/HEU objectives;*

## Employment History (continued)

2019 – 2022

■ **Research Officer: icddr,b** in Health System and Population Studies Division  
RESPONSIBILITIES:

- **Proposal and protocol development:** *Research Proposal and Protocol Development on urban health surveillance, immunization, climate change and health impact, health systems - Worked on research proposal development to submit them to the call for funding and protocol development for getting approval of research protocol from the Research Review Committee (RRC) and Ethical Review Committee (ERC).*
- **Project Management:** *Supported hiring project staff and trained staff on data collection; Arranged field-testing and finalizing of data collection tools; Assigned work to team members and initiated activities as per project plan; Monitored data collection and ensure data quality; Documented project activities, maintained liaison with the partner organizations; Supervised other members of the team (as assigned by the PI) and supported and guided them to perform their tasks efficiently.*
- **Scientific Analysis, Knowledge Creation, and Translation:** *Assessed data quality and performed cleaning and management-related activities. Conducted descriptive and associative analysis, interpreting data and presenting results to internal and external audiences; Contributed to creating Scientific and innovative research ideas; conduct a review of relevant scientific literature; innovative thinking in presenting the research results; Participated in writing up of the results and published in international, peer-reviewed journals as first -author and/or co-authors*

2018 – 2019

■ **Research Associate: Maxwell Stamp Ltd. (a subsidiary of Maxwell Stamp Plc, UK)**  
RESPONSIBILITIES:

- *Cost benefits analysis of the projects to measure and compare the profitability of the company's investments; Conduct pre-assessment of different sector project including social protection, health to prepare technical proposal*
- *Comprehensive writing on Expression of Interest (EOI), Approach & Methodology etc.; Assist to develop proposal; Assist Business Development Unit to ensure successful submission of EOI and Proposal in Bangladesh and overseas countries.*
- *Conduct evaluation and monitoring for ongoing project to check the progress to meet the deliverable deadline;*
- *Business communications with the experts, international, national organizations and government entities for projects in Bangladesh and overseas countries; Identify appropriate International/National Experts and Consultants; CV assessment, formatting, drafting, finalizing etc.*
- *Conduct research on projects background documents and appropriate summarizing. Conduct proof readings on reports and business documents.*
- *Attend meetings with various stakeholders; prepare meeting minutes, weekly updates etc.*

## Employment History (continued)

2017 – 2018

■ **Researcher - Social Protection (Consultancy): Maxwell Stamp Ltd.** for a UNICEF-funded project in Bangladesh

RESPONSIBILITIES:

- Assist to carry out a desk review of successful UCBP implemented in different countries focusing on the developing countries;
- Assist to conduct a scoping mission to meet the key stockholders (different ministries and development partners) in order to understand the current child benefit/ grant programmes, identify the challenges and explore policy options for a UCBP;
- Data collection from similar ongoing project and met the expected beneficiary groups to gather experience;
- Organized and coordinated meeting, workshops, field visits including survey/FGDs etc.;
- Coordinated with the client and project team to coordinate and manage the project
- Assist to develop a policy brief; worked closely with the Team Leader to provide input in various reports;
- Assist to define a short-term work plan to support setup, rollout and initial stage of implementation of the program;

## Skills

Languages	■	Strong reading, writing and speaking competencies for English, Bangla.
Application packages	■	SPSS, STATA, Python, R, Microsoft office, Endnote, kobo toolbox, L <sup>A</sup> T <sub>E</sub> X, ...
Misc.	■	Professional research, teaching, training, consultation, typesetting and publishing.

## Miscellaneous Experience

### Awards and Achievements

- 2012-2015 ■ **Merit Award**, University of Dhaka
- 2011 ■ **Higher Secondary Educational Board Merit award**, Dhaka Board.

### Certification

- 2018 ■ **Manuscript Writing course**.organized by icddr,b and facilitated by Dr. Jocalyn Clack, Editor of the Lancet
- 2019 ■ **Introduction to Systematic Review and Meta-Analysis**. Awarded by Johns Hopkins University
- 2020 ■ **Introduction to Epidemiology; Overview of Epidemiological Study Design; Design and Analysis of Cohort Study; Sampling and Sample Size Calculation; Design and Analysis of Case-control Study, RCT; Implementation Research**. Awarded by icddr,b.

# References

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Available on Request