

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Consultant- Admin
No. of Position	1
Location	Dhaka, Bangladesh
Appointment	Local Hire
Job Posted	TBA
Closing Date	TBA
Language	Bangla [Essential]; English [Essential]
Appointment Type	Time-Based. Duration: 12 months (Further extension is subject to the performance of the incumbent and availability of funds)

Background of the Project:

The Aspire to Innovate (a2i) Programme builds on the Government of Bangladesh's efforts to introduce a citizen-centric culture of innovation in civil service to improve service delivery and make services more inclusive, affordable, reliable, and easier to access. This project will provide support to establish institutional mechanisms and improve accountability to accelerate SDG achievements in Bangladesh.

This project will have three components:

1. Institutionalizing Public Service Innovation and Improving Accountability
2. Catalysing Digital Financial Services and Fintech Innovations
3. Incubating Private Sector-enabled Public Service Innovation

Background of the assignment:

Administration plays a crucial role in a development organization like a2i by providing essential support and coordination services that enable the smooth operation of the entire organization. The administration provides smooth support to each team of a2i to ensure organizing meetings/ workshops/ seminars, handling communication, and ensuring that the office environment is conducive to productivity, managing documentation and various administrative tasks, including managing schedules, and ensuring the facilitation of knowledge-building and knowledge sharing. Administration is often the first point of contact for external stakeholders, clients, and partners, making their role pivotal in maintaining a positive image of the organization. Additionally, administration assists in resource allocation, budget management, and procurement, helping to optimize the use of resources and maintain financial stability. In essence, administration contributions are indispensable in allowing the development team to focus on their core responsibilities, ultimately aiding the organization in achieving its goals and overall objectives.

Aspire to Innovate (a2i) Programme is looking for a **Consultant- Admin** to strengthen and provide comprehensive administration and logistics services, improve service delivery with qualities through hands-on implementation, ensure the effective and efficient management of administration-related procurements, organize multiple programs inside and outside Bangladesh, fleet and travel management, manage assets and inventory, budget management, managing documentation, and ensuring facilitation of knowledge building and knowledge sharing among partners.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Ensure smooth functioning of a2i administration and logistic procedures.
- Undertake a2i day-to-day office administration requirements office management, such as transport, petty cash, rental and utility agreements, inventory, etc.
- Support to organize procurement processes including preparation of RFQs, ITBs or RFP documents, receipt of quotations, bids or proposals, preliminary evaluation, etc.
- Support in the preparation of budget provision of information for audit.
- Manage assets, Inventory, Logistics and Fleet.
- Ensure management of office stationery supplies including maintenance of stock, list of stationery, and distribution of stationery as required by staff.
- Arrangements of travel and logistics for participants in coordination with the Liaison Officer and Regional Coordinators.

Supervision and Performance Evaluation:

The **Consultant- Admin** will be working with the Operations (Admin) team of Aspire to Innovate Programme. A performance evaluation will be conducted by the Joint Project Director, a2i. After 12 months of the contract period and further continuation of the contract will depend upon the satisfactory performance and availability of funds.

Scope of work, Duties and Responsibilities:

- **Ensure smooth functioning of a2i administration and logistic procedures-**
 - Provide comprehensive administrative support to the a2i, including document management, scheduling, and communication.
 - Oversee and manage logistics, including procurement, inventory, and transportation to ensure timely and cost-effective supply chain operations.
 - Generate reports on teamwise activities and project status, providing valuable insights to inform decision-making.
 - Identify and resolve operational challenges and bottlenecks that may hinder the efficient functioning of the a2i.
 - Ensure all administration and logistic procedures adhere to relevant legal and regulatory standards.
- **Undertake a2i day-to-day office administration**
 - Ensure that office supplies are well-stocked and readily available.
 - Ensure subordinates are aware of their daily schedules and are prepared for their appointments.
 - Create, organize, and maintain documents, reports, etc. and facilitate document retrieval and distribution as needed.
 - Act as a point of contact for stakeholders, providing exceptional customer service.
 - Identify and resolve day-to-day operational challenges that may hinder the team's productivity.
 - Maintain relationships with office suppliers and service providers.

- **Support to organize procurement processes**
 - Assess needs and requirements for the annual procurement plan and prepare a budget with specifications.
 - Prepare documents related to administrative procurements, advertisement, evaluation, contract management, etc.
 - Documentation, compliance, reporting, Supplier relationship management, training, and development.
- **Support in the budget preparation**
 - Prepare yearly/ quarterly/ monthly administrative budget and establish a timeline with milestones.
 - Break down expenses into categories, distinguish between fixed costs to understand cost structure, and estimate costs for each category.
 - Manage tracking expenses, generate reports, and regularly monitor the budget
- **Manage Assets, Inventory, and Fleet**
 - Develop and maintain an up-to-date inventory of all company assets/ logistics, maintain a system for asset location/inventory management, condition, maintenance history, and depreciation, and conduct regular asset audits to verify the accuracy of records and ensure compliance with regulatory requirements.
 - Oversee the organization of vehicles, including maintenance, repairs, and scheduling. Ensure compliance with safety regulations and maintain accurate records of vehicle inspections and maintenance, optimize fuel efficiency, routing, and vehicle utilization to minimize operating costs, and keep up-to-date fleet documents regularly.
 - Keep the team informed about best practices and the latest industry trends.
- **Ensure management of office stationery supplies**
 - Regularly monitor office stationery supplies and maintain accurate inventory records.
 - Distribute stationery to various departments and employees as per their requirements with proper procedure.
 - Monitor usage and identify opportunities to reduce waste or excess consumption.
 - Maintain accurate records of stationery orders, receipts, and usage and prepare reports for management on stationery management activities.
- **Arrangements for travel and logistics**
 - Travel planning and coordination, logistics management, client relations, documentation and compliance, emergency response planning, budget management, supplier and vendor details, reporting, and analysis.

Deliverables and Timeframe:

The assignment will be for 12 months. Completed tasks under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> • Ensure smooth functioning of a2i administration and logistic procedures. • Undertake a2i day-to-day office administration requirements office management, such as transport, petty cash, rental and utility agreements, inventory, etc. • Complete 20 procurement processes including preparation of RFQs, OTMs, ITBs or RFP documents, receipt of quotations, bids or proposals, preliminary evaluation, etc. • Administrative Budget preparation in the provision of information for yearly and quarterly audits. • Manage assets/ logistics and fleet, Conduct physical Inventory 2 times a year. • Ensure management of office stationery supplies including maintenance of stock, list of stationery, and distribution of stationery as required by staff. • Arrangements of travel and logistics for participants in coordination with the liaison officer and regional coordinators. 	12 Months

The incumbent will perform other related duties and responsibilities as and when required and assigned. The incumbent should function as an influential team member.

Payment: The Consultant will be paid 12 (Twelve months) equal installments every month upon completion of the above deliverables.

Requirements for Experience and Qualifications:

I. Academic Qualifications:

- Minimum Bachelor’s degree in any subject from any reputed private/public university.

II. Experience:

- At least 8 years of experience in a national/international organization with a bachelor’s degree.
- At least 6 years of experience working in public/ private sector with a master’s degree.
- At least 4 years of experience in the area of administration.