Terms of Reference

For
Selection of Individual Consultant

Job #	N/A
Job Title	**Consultant- Innovation Lab (iLab)**
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 fund)

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. Catalyzing Digital Financial Services and Fintech Innovations
3. Incubating Private Sector-enabled Public Service Innovation

Background of the assignment:

The Innovation Lab (iLab) assumes a central role within the program's ecosystem, emblematic of its broader significance. It is paramount to immerse oneself in the nuanced context and the pivotal role iLab plays in the program's landscape. Bangladesh has embarked on an impressive journey of digital transformation, revolutionizing public services through innovative strategies that prioritize the delivery of services centered around the citizen's needs and preferences.

This concerted effort has propelled the nation into the era of Digital Bangladesh, a remarkable transformation that has garnered international recognition and high praise. The nation's pioneering approach to digitalization and service excellence has set a benchmark for countries worldwide. In this landscape of digital innovation and excellence, iLab stands as an epicenter of ingenuity, a crucible of innovation, and a beacon of technical excellence. It is within this dynamic environment that the consultant will be operating, contributing their expertise to the legacy of innovation and technical excellence that defines iLab's role in shaping the future of public service delivery.

The **'Aspire to Innovate (a2i) Programme'** is seeking a Consultant- Innovation Lab (iLab) to drive the advancement of cutting-edge technical solutions and digital innovation. This crucial role encompasses the monitoring of innovation projects, product design, technical documentation, 4IR briefings, and technology-related research, all essential components to pioneer digital transformation and technical excellence.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Monitoring of Innovation Projects of iLab and perform technical inspection & technical mentoring.
- Product design, CAD Design, Engineering drawing of potential products/ ideas.
- Study and analysis of innovative ideas and projects.
- Technical document writing and 4IR & emerging technology related briefing.
- Perform technology related R&D, server management, application deployment and Linux administration related to iLab
- Lead in monitoring 3D printing, Prototyping, Product sourcing, and manufacturing related technical support for iLab.

Supervision and Performance Evaluation:

The **Consultant- Innovation Lab (iLab)** will be working with the Innovation Lab (iLab) 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:

- Oversee technical initiatives within the Innovation Lab (iLab) of the 'Aspire to Innovate (a2i) Programme' to drive digital innovation and ensure technical robustness.

Duties and Responsibilities:

Monitoring and Technical Inspection:
  o Monitor and oversee innovation projects within iLab.
  o Conduct technical inspections to ensure project quality and adherence to technical standards.

Technical Mentoring:
  o Provide technical mentoring and guidance to project teams within iLab.

Product Design and Engineering:
  o Lead the design process for potential products and innovative ideas.
  o Create CAD designs and engineering drawings for technical feasibility.

Innovative Ideas Analysis:
  o Analyze innovative ideas and projects for technical feasibility, potential impact, and alignment with program objectives.
  o Provide insights and recommendations for further development.

Technical Documentation and Briefings:
  o Produce comprehensive technical documents, including project reports and documentation of technical processes.
  o Deliver briefings on 4IR and emerging technology trends to share knowledge within the organization.

Technology-Related R&D and Management:
  o Lead technology-related research and development initiatives to implement cutting-edge solutions.
  o Manage server systems, application deployments, and Linux administration specific to iLab's needs.

3D Printing and Prototyping:
- o Take the lead in monitoring 3D printing activities and prototyping processes within iLab.
- o Manage product sourcing and manufacturing-related technical support to ensure the quality and effectiveness of these processes.

Deliverables and Timeframe:

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

Deliverables	Timeline
- Successfully implement and document a minimum of 5 innovative technical solutions that directly align with program goals. - Achieve a 15% reduction in technical solution errors or defects through the implementation of a quality assurance process. - Maintain and update a comprehensive technical documentation repository containing a minimum of 10 reports, guides, and briefings related to 4IR and emerging technology. - Monitor and provide technical mentoring for a minimum of 8 innovation projects within iLab, ensuring their successful completion. - Create CAD designs and engineering drawings for a minimum of 5 potential products or ideas relevant to program objectives. - Address and successfully resolve a minimum of 15 technical challenges, providing innovative solutions that facilitate program implementation. - Collaborate with cross-functional teams to integrate technical solutions into a minimum of 8 program initiatives and projects, ensuring seamless implementation. - Conduct in-depth analysis for a minimum of 10 innovative ideas and projects, providing technical insights that enhance their successful execution. - Lead and complete a minimum of 4 technology-related research and development projects, resulting in tangible outcomes or prototypes. - Successfully manage servers, deploy applications, and administer Linux systems, ensuring the reliability of iLab's technical infrastructure. - Monitor and lead a minimum of 6 activities related to 3D printing, prototyping, product sourcing, and manufacturing support for iLab, enhancing its technical capabilities. - Successfully execute the developed technical strategy, leading to a 20% increase in the alignment of technical activities with program goals.	12 Months

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

Payment: The Consultant will be paid 12 (Twelve months) equal instalments on monthly basis upon completion of the above deliverables.

Requirements for Experience and Qualifications:

I. Academic Qualifications:

- Minimum Bachelor's degree in any discipline from any reputed public/private university.

II. Experience:

- At least 8 years' experience in national/international organization with Bachelor's degree.
- At least 6 years of experience working in public/ private sector with Master's degree.
- At least 4 years of work experience in Technology/ R&D/ Innovation Projects.