

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Jr. Consultant (Future of Work) (2 positions)
Job Family	N/A
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:

Bangladesh's strategic advancement over the past decade, transitioning into Digital Bangladesh, sets the stage for its pursuit of the Smart Bangladesh vision by 2041. For this transition, a strategic approach involves prioritizing skills development aligned with the Fourth Industrial Revolution (4IR), fostering collaborations with national and international partners, and empowering youth by employment generation. This strategy aims to cultivate a market-responsive skills and employment ecosystem, ensuring Bangladesh's journey towards a Smart Nation is effective and sustainable.

'Aspire to Innovate (a2i) Programme' is looking to recruit two **Jr. Consultant (Future of Work)** to create a market driven skills eco-system in Bangladesh.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support to implement NISE3 for public/private stakeholders
- Support to implement 4IR based future skills in Bangladesh
- Support to replicate NISE3 in different countries
- Support to arrange different workshops, ToT, launching event, Job Fair, Seminar, Summit etc.
- Support to establish partnership with public/private partners
- Assist the team to develop partnership with national and international development partners to implement Future of Work-related initiatives

Supervision and Performance Evaluation:

The Skills and Employment Associate will be working with the Strategy and Innovation Specialist of Aspire to Innovate Programme. A performance evaluation will be conducted by Strategy and Innovation Specialist, 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:

1. Support to map and establish partnership with national and international Development Partners, INGOs and public/private stakeholders;
2. Support to establish a healthy relationship and provide advisory support to 20+ Ministries working on skills development on emerging occupations, market linkages and innovation regarding skills and employment;
3. Support to introduce courses on emerging occupations in technical training institutes, colleges and universities.
4. Support to provide strategic efforts to onboard public-private skills service providers in NISE and take data driven policy making;
5. Support to implement NISE for skills and employment related stakeholders and replicate NISE in different countries;
6. Arrange career/employment/job fair countrywide in collaboration with field administration, Ministries and private sectors;
7. Support to arrange national/international conferences, seminar, summit, ToT, and workshops on skills and employment;

Deliverables and Timeframe:

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

Deliverables	Timeline
<ol style="list-style-type: none">1. Supported to map and establish collaboration with 15+ Development Partners, INGOs and different stakeholders;2. Supported to establish a healthy relationship and provide advisory support to 20+ Ministries working on skills development;3. Support to onboard 50+ public-private skills service providers in NISE;4. Assist to provide skills development in 15 emerging occupations;5. Arrange 10 career/employment/job fairs in collaboration with field administration, Ministries and private sectors;6. Supported to create employment opportunities for 10,000 unemployed youth;7. Supported to arrange 1 national/international conferences on skills and employment;8. Support to organize 30 workshops/summits/seminars/ToT on skills and employment.	12 Months

The incumbent will perform other related duties and responsibilities as and when required and assigned by Strategy and Innovation Specialist. 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 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 4 years working experience in national/international organizations.
- Minimum 3 years of work experience with public/private organizations.
- At least 2 years' experience in skills and employment related programme/project implementation.
- Minimum 2 years of experience in managing online portal/platform.