

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Jr. Consultant (South South Cooperation)
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 has propelled itself to the forefront of digital advancement in public services, achieving notable progress. Through innovative approaches centered around citizen-focused service delivery, the nation has rapidly embraced digitalization, effectively transforming into Digital Bangladesh. This success story has garnered praise from countries across the Global South. Leveraging on its digital achievements, Government of Bangladesh's a2i programme has been playing Secretarial role for the South South Network for Public Service Innovation (SSN4PSI). In this capacity, Bangladesh has been proactively facilitating knowledge and technology transfer to a number of countries around the world. As a result, more countries are reaching out to a2i for expertise, advisory support, and technical assistance.

'Aspire to Innovate (a2i) Programme' is looking to recruit a **Jr. Consultant (South South Cooperation)** who will provide support in outreach to global Southern countries and organizations for replication of a2i good practices and manage international projects.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support to plan, organize and conduct matchmaking workshops, events and webinars
- Support to establish the partnership with countries and organizations
- Support to facilitate the monitoring and follow-up with interested countries and organizations

- Support to facilitate country-to- country matchmaking and field visits
- Support project management related activities
- Support to facilitate the ICT Innovation Facility (i³) for replication of best practices
- Assist to manage projects on e-governance and innovation in different countries worldwide
- Proposal, concept note, report, MoU and budget development for the network
- Develop publication to promote the success and learning of the members of the SSN4PSI to the entire world

Supervision and Performance Evaluation:

The **Jr. Consultant (South South Cooperation)** will be working with the Strategy and Innovation Specialist (Future of Work) 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:

- Support to plan, organize and conduct matchmaking workshops
- Support to organize international events and webinars
- Explore and identify potential partners countries and organizations
- Support to establish the partnership with countries and organizations
- Support to facilitate the monitoring and follow-up with interested countries and organizations
- Support to facilitate country-to- country matchmaking and field visits
- Support project management related activities
- Identify countries for ICT Innovation Facility (i³)
- Support to facilitate the ICT Innovation Facility (i³) for replication of best practices
- Assist to manage projects on e-governance and innovation in different countries worldwide
- Support to monitor and evaluate the effectiveness of international projects for continuous improvement and provide insights to stakeholders
- Proposal, concept note, report, MoU and budget development for the network
- Develop publication to promote the success and learning of the members of the SSN4PSI to the entire world
- Maintain liaison with national and global stakeholders

Deliverables and Timeframe:

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

Deliverables	Timeline
<ul style="list-style-type: none"> • Supported to plan, organize and conduct 4 matchmaking workshops • Supported to organize 4 international events and webinars • Explored and identified 8 potential partners countries and organizations • Supported to establish partnership with 8 countries and organizations 	12 Months

<ul style="list-style-type: none"> • Supported to facilitate the monitoring and follow-up with 8 interested countries and organizations • Supported to facilitate 8 country-to- country matchmaking and field visits • Supported project management related activities in 8 countries • Identified 5 countries for ICT Innovation Facility (i³) • Supported to facilitate the ICT Innovation Facility (i³) for replication of best practices in 5 countries • Assisted to manage 8 projects on e-governance and innovation in different countries worldwide • Supported to monitor and evaluate the effectiveness of 8 international projects for continuous improvement and provide insights to stakeholders 	
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The incumbent will perform other related duties and responsibilities as and when required and assigned by Strategist and Innovation Specialist. The incumbent should function as an effective team member.

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

Requirements for Experience and Qualifications:

I. Academic Qualifications:

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

II. Experience:

- At least 4 years working experience in national/international organizations.
- At least 2 years' experience in programme/project implementation.