

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Consultant- Research
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:

In line with the above objectives, over the years a2i has developed digital solutions to accelerate and strengthen protocols of public services and created many digital platforms to cater to the needs of citizens in a rapidly evolving development context. It is believed that these efforts would support the government in instilling innovation and building up the necessary institutional mechanisms so that efforts already made would be incentivized and scaled up to bring sustainable impact.

In order to determine the extent of the digitally assisted interventions and whether these interventions have been able to fulfill these expectations and stated results described in the Project Document, and also to what extent lessons learned have been incorporated for further refinement of the project interventions, detailed evaluation needs to be undertaken.

The 'Aspire to Innovate (a2i) Programme' is looking to on-board a **Consultant – Research** who will provide support to coordinate research, analyse data and create analytics, develop write-ups, documentation, reporting, and communicate with the stakeholders for sharing insights.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Development & implementation of result-based monitoring, evaluation & reporting system with detailed guideline for its relevant stakeholders. (GoB & UNDP)
- Support the senior management in planning, Management, Reporting & Data analysis together with developing & implementing comprehensive M & E strategy.

- Support to develop & institutionalize monitoring and reporting standards, quality assurance/control tools & mechanisms.
- Facilitate & support Project Annual Review Meetings & Mid-Term review processes.
- Coordination & maintaining effective communication with internal & external stakeholders to ensure proper facilitation of M&E.
- Ensure the conduction of baseline and impact evaluation studies by applying qualitative and quantitative research tools and techniques. Guide firms and consultants to develop necessary methods and tools to execute different baseline and impact studies.
- Track outputs, outcomes, successes, failures, and lessons learned of different project components and initiatives and generate accompanying evidence and also support different initiatives to plan and assess their research needs and priorities.
- Mobilize and communicate successes and lessons learned of different components/initiatives at the national and international level.
- Coordinate with different national and international organizations, institutions, academia, and sectoral experts to ensure support for data management and generating evidence.

Supervision and Performance Evaluation:

The **Consultant – Research** will be working with the Research team of the Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by 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:

The scope of work for the **Consultant – Research** includes, but is not limited to, the following:

- Develop and implement a result-based M&E system and provided detailed M&E guidelines for GoB and UNDP stakeholders.
- Support senior management in planning, management, reporting, and data analysis and develop and implement a comprehensive M&E strategy.
- Establish monitoring and reporting standards, quality assurance tools, and mechanisms and facilitated Project Annual Review Meetings and Mid-Term reviews.
- Coordinate and maintain effective communication with internal and external stakeholders for M&E facilitation and conduct various qualitative and quantitative research
- Support to bring Data Innovation for Data-Driven Decision making
- Develop high-quality knowledge products and disseminate them to the national and international audiences and contribute to fundraising and resource mobilization activities of the project
- Maintain strong communication for dealing with the donor agencies and International Partnerships for conducting academic research and support in various need-based operational activities to ensure smooth functioning within the team
- Contribute to managing, monitoring, and coordinating the Research team’s initiative-wise activity, progress, and planning and conducting qualitative and quantitative research.
- Prepare high-quality reports using internal data as well as secondary analytics and ensure effective data collection and report preparation initiatives and activities through monitoring and assessment of various activities maintaining QA protocol Managed document drafting,

formatting, submitting, reviewing, approving, distributing, reporting, and tracking and promoted developing a Knowledge Bank within the organization’s culture

Deliverables and Timeframe:

The assignment will be for 12 months. The **Consultant – Research** will support as the team needs. The deliverables for the **Consultant – Research** will include, but not be limited to:

Deliverables	Timeline
<ul style="list-style-type: none"> – Provided a detailed documentation of the developed M&E system and as well as implementation plan for the M&E system, including timelines and responsibilities. – Prepared Comprehensive M&E guidelines for GoB and UNDP stakeholders and provided training materials for stakeholders on how to use the guidelines effectively. – Prepared regular reports and data analysis to aid decision-making and gave recommendations for improving planning, management, and reporting. – Established standards, quality assurance tools, and mechanisms and documentation of processes and protocols for maintaining standards. – Organized and facilitated meetings with clear reports of findings and recommendations and provided Mid-Term review reports, including findings and suggestions. – Records of coordination and communication with internal and external stakeholders along with the demonstrated improvements in communication and collaboration. – Developed and submitted research reports based on various qualitative and quantitative studies and Data sets and findings from research activities. – Documentation of innovative data-driven decision-making approaches and Case studies or reports demonstrating the impact of data innovation. – Prepared high-quality knowledge products, such as reports, publications, or data visualizations were made and A dissemination plan to reach national and international audiences. – Records of contributions to fundraising and resource mobilization efforts as well as Successfully secured funds and resources documentation. – Documentation of international partnerships for academic research and Reports showcasing collaborative research efforts dissemination. 	<p>12 Months</p>

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 of the consultant: The consultant will be paid 12 (Twelve months) equal instalments on a 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 public/private organizations with Bachelor's degree.
- At least 6 years of experience working in public/ private sector with Master's degree.
- At least 4 years' experience in Monitoring & Evaluation / Project implementation.