Terms of Reference

For

Selection of Individual Consultant

Job #	N/A
Job Title	**Jr. Consultant (Programme Management)**
No. of position	**2**
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 centred around citizen-focused service delivery, the nation has rapidly embraced digitalization, effectively transforming into Digital Bangladesh and now progressing towards the vision of Smart Bangladesh by 2041. Government of Bangladesh's a2i programme is playing an integral role in the vision of Smart Bangladesh 2041 and through multiple teams under a2i and with support of Cabinet Division, ICT Division and UNDP, a2i is shaping and formulating the strategy towards Smart Bangladesh. As a result, different ministries/ divisions/ departments and offices are reaching out to a2i for expertise, advisory support and technical assistance.

'Aspire to Innovate (a2i) Programme' is looking for two **Jr. Consultants (Programme Management)** who will provide support in managing and coordinating all the units of a2i and the a2i program goals in line with Government of Bangladesh and UNDP. The Junior Consultants would support to enhance program and project management by facilitating strategic result

analysis, coordinating activities with implementing agencies, documenting processes, executing MoUs, reviewing project documents, and supporting the development of various plans to ensure the successful implementation and reporting of the a2i project, while maintaining strong connections with development partners and stakeholders.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support to develop TAPP and project documents as per the need of the project.
- Assist to liaise with the various components within a2i to distil the outcomes and outputs for the TAPP.
- Review and revise relevant documentation such as existing and past TAPPs and Project Documents.
- Ensure cohesion between the existing and revised Project Document and TAPP
- Support the development of the M&E plan, Finance plan, Resource Mobilization plan, Risk Assessment plan, Gender Action plan and other relevant documents related in order to develop the Project Document.
- Support in preparing project progress reports and ensuring timely submission of the reports to the relevant instances, such as the project boards and relevant Development Partners.
- Support to maintain effective linkages with current and potential development Partners
- Support to develop and execute the process documentation between ICTD and a2i with private and public stakeholders

Supervision and Performance Evaluation:
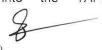
The **Jr. Consultants (Programme Management)** will be working with the Programme Management team of Aspire to Innovate Programme. A performance evaluation will be conducted by project authority, a2i. After 12 months of the contract period and further continuation of the contract will depend upon the satisfactory performance and availability of funds.

Scope of work, Duties and Responsibilities:

1. **Support to develop TAPP and project documents as per the need of the project.**
   - Collaborate with project stakeholders to understand the requirements and contribute to the development of TAPP.
   - Assist in the creation and refinement of project documents, ensuring alignment with project goals and standards.
   - Collaborate with cross-functional teams to integrate diverse perspectives and expertise into project documents.

2. **Assist in liaising with the various components within a2i to distil the outcomes and outputs for the TAPP.**
   - Facilitate communication and coordination between different components within a2i to gather relevant insights and information for the development of the TAPP.
   - Collaborate with different components, fostering collaboration and information-sharing to enhance the effectiveness of TAPP development.
   - Assist in organizing workshops or meetings to facilitate discussions and feedback sessions among different components, ensuring a unified approach to project goals.
   - Provide regular updates to the project team on the progress of liaising activities and incorporate feedback into the TAPP development process.

3. **Review and revise relevant documentation such as existing and past TAPPs and Project Documents.**
   - Conduct a comprehensive review of existing and past TAPPs and Project Documents to identify areas for improvement and updates.
   - Evaluate the relevance and effectiveness of previous documentation in achieving project objectives.
   - Ensure alignment of reviewed documents with current project goals, standards, and best practices.
   - Implement revisions and updates to documentation, incorporating best practices, lessons learned, and changes in project strategy.

4. **Ensure cohesion between the existing and revised Project Document and TAPP.**
   - Establish a continuous integration between the existing Project Document and TAPP and the revised versions.
   - Ensure that revisions to the documents maintain a consistent narrative and alignment with the overall project strategy.
   - Collaborate with relevant stakeholders to gather input and feedback on the coherence of the revised documents with the existing ones.

5. **Support the development of the M&E plan, Resource Mobilization plan, Risk Assessment plan, Gender Action plan and other relevant documents related in order to develop the Project Document**
   - Collaborate with relevant teams to draft and refine the M&E plan, ensuring it aligns with project goals and objectives.
   - Assist in formulating the Resource Mobilization plan, identifying potential funding sources, and providing input on strategies for effective resource utilization.
   - Contribute to the development of the Risk Assessment plan, identifying potential risks and proposing mitigation strategies to ensure project success.
   - Provide support in creating any additional relevant documents necessary for the successful implementation and sustainability of the a2i project.

6. **Support in preparing project progress reports and ensuring timely submission of the reports to the relevant instances, such as the project boards and relevant Development Partners.**
   - Collaborate with stakeholders to gather accurate and up-to-date information on project progress, milestones, and achievements.
   - Assist in the synthesis and analysis of data to create comprehensive and insightful project progress reports.
   - Ensure adherence to reporting timelines and facilitate the timely submission of reports to project boards and relevant Development Partners.
   - Provide support in preparing presentations to effectively communicate project progress to stakeholders.
   - Organize PSC and PIC meetings for the project and develop the meeting resolutions for these strategic meetings.

7. **Support to maintain effective linkages with current and potential development Partners.**
   - Assist to facilitate communication and collaboration between the project and current development partners to ensure ongoing engagement and alignment with project objectives.
   - Support to identify potential new development partners whose goals align with the project's mission and vision.
   - Act as a liaison between the project and development partners, providing regular updates, seeking input, and addressing inquiries.
   - Assist in the development of partnership proposals, presentations, and communications materials.

8. **Support to develop and execute the process documentation between ICTD and a2i with private and public stakeholders:**
   - Facilitate knowledge building and management, documentation of lessons learned and good practices, and innovation and knowledge transfer.
   - Maintain the process documentation and keep records of a2i initiatives.

Deliverables and Timeframe:

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

Deliverables	Timeline
• Organize 6 strategic meetings with the internal teams and the management. • Develop 5 progress reports on project activities and results in Bangla • Develop 5 progress reports on project activities and results in English • Arrange 6 strategic meetings with Cabinet Division, ICT Division, UNDP etc. • Develop a repository of the project reports and strategic documents • Arrange 1 workshop on process documentation and knowledge management for the stuff • Execute the completion and submission of the MoU in accordance with the specified SLA/SOP. • Coordinate a2i Teams and support to meet KPI • Assist in developing regular reports on identified opportunities for improvement. • Assist in developing recommendations for process development and efficient project management	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 Jr. Consultant- Programme Management 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 4 years of working experience in development sector.
- At least 2 years' experience in project management.
- At least 2 years' experience in M&E.
- At least 1 year experience in report writing and process documentation