

# Terms of Reference

## For Selection of Individual Consultant

<b>Job #</b>	N/A
<b>Job Title</b>	<b>Jr. Consultant (Innovation Lab)</b>
<b>No. of Position</b>	<b>1</b>
<b>Location</b>	Dhaka, Bangladesh
<b>Appointment</b>	Local Hire
<b>Job Posted</b>	TBA
<b>Closing Date</b>	TBA
<b>Language</b>	Bangla [Essential]; English [Essential]
<b>Appointment Type</b>	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. Catalyzing Digital Financial Services and Fintech Innovations
3. Incubating Private Sector-enabled Public Service Innovation

### Background of the assignment:

To develop an innovation-centered economy and sustain its remarkable growth, the Aspire to Innovate (a2i) Programme has been playing a critical role in creating an enabling environment for innovators. iLab is dedicated to fostering creative solutions and driving innovative initiatives to transform public service delivery and improve the lives of citizens. iLab seeks, incubates, and accelerates innovations to tackle large problems of society by leveraging technology, particularly electro-mechanical devices, the Internet of Things, and renewable energy. iLab reaches out to individual innovators, students, and startups through innovation and challenge competitions.

'Aspire to Innovate (a2i) Programme' is looking for **Jr. Consultant (Innovation Lab)** who will be responsible for supporting driving innovation, experimentation, and research by facilitating innovation acceleration and incubation support.

### Objectives of the assignment:

The overall objective of the assignment will be the following:

- Provide overall R&D support to complete the ongoing iLab innovation projects through emerging technologies.
- Support in close monitoring and intensive technical support to complete the ongoing a2i Innovation-funded projects during the time frame.
- Assist in scientific analysis, and technical evaluation and provide technical support to Prototype Development.



- Provide technical support to commercial product design by implementing engineering design skills and scientific knowledge.
- Redesign, customization, feature development, content writing, backend functional development, and server-related management of the iLab portal.
- Maintain liaison & communication with different Ministries/Division, Govt. officials, and stakeholders for different digital center activities.
- Provide technical support on different types of youth initiative events such as Innov-a-thon, Challenge Fund, Innovation Summit, International Conference, etc.

**Supervision and Performance Evaluation:**

The **Jr. Consultants (Innovation Lab)** will be working with the a2i Innovation Fund (AIF) team of the Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by the Project authority of a2i. After 12 months of the contract period, further continuation of the contract will depend upon the satisfactory performance and availability of funds.

**Scope of work, Duties and Responsibilities:**

- Assist in facilitating technical assistance and expertise to the innovators, providing relevant knowledge and resources by connecting mentors and industry experts from relevant public or private organizations
- Support to facilitate innovators in R&D by providing lab and testing facilities collaborating with partners and relevant government and private organization
- Support to monitor the project's implementation including site visits, progress report reviews, and assessments of project outcomes
- Assist in conducting in-depth analysis of project requirements, technical specifications, and relevant data collaborating with the research and development teams
- Assist to facilitate innovators in commercial product design by working closely with cross-functional teams, mentors, and industry experts
- Provide support to facilitate vendors in redesigning, customization, feature development, content writing, backend functional development, and server-related management of the iLab portal
- Provide support in facilitating different types of youth initiative events such as Innov-a-thon, Challenge Fund, Innovation Summit, International Conference, etc.
- Maintain liaison & communication with different Ministries/Division, Govt. officials, and stakeholders to support and promote innovation
- Assist in finding partnerships with National/International Organizations to establish collaborative initiatives matching mutual goals and objectives
- Assist in organizing events, activation, seminars, workshops, road-show, and other business development activities to promote innovations
- Support to identify potential sources of funds for fundraising of the AIF Funded Projects
- Assist in establishing partnerships with the industry to commercialize innovations
- Assist to ensure administrative and logistical support as per requirements from the project management

**Deliverables and Timeframe:**

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




Deliverables	Timeline
<ul style="list-style-type: none"> <li>● Assisted in developing 15 prototypes/Proof of Concept of the innovation</li> <li>● Supported in preparing 15 design documents for the funded innovations</li> <li>● Provided support in developing 15 progress reports of the funded projects</li> <li>● Provided support to 15 innovators in submitting the financial records including bills, vouchers, VAT, and tax challan of the funded innovations</li> <li>● Assisted in developing 15 piloting plans by the innovators</li> <li>● Assisted in facilitating the piloting of 8 innovation/projects</li> <li>● Supported developing product-market fit of the 5 funded innovation</li> <li>● Provided support to prepare 8 scale-up plans by the innovators</li> <li>● Assisted in establishing partnerships with 5 industries to commercialize innovations</li> <li>● Supported to signing MoU with 5 organizations</li> </ul>	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 (Innovation Lab) will be paid 12 (Twelve months) equal installments monthly 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

**II. Experience:**

- At least 4 years of experience in any national/ international organization
- At least 2 years of work experience in Project Implementation
- At least 2 years of experience in administration, coordination, and logistics management


