

# Terms of Reference

## For Selection of Individual Consultant

<b>Job #</b>	N/A
<b>Job Title</b>	<b>Jr. Consultant (Future of Work)</b>
<b>No. of positions</b>	<b>2</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 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 for 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 **Jr. Consultant (Future of Work)** will be working with the Future of Work team of Aspire to Innovate Programme. A performance evaluation will be conducted by the 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:

- Support to address courses on emerging occupations in technical training institutes, colleges and universities.
- Support to develop new Competency Standards in emerging occupations by Bangladesh Technical Education Board (BTEB) and National Skills Development Authority (NSDA)
- Support to develop Master trainer on emerging occupations in different skills service providers, colleges and universities.
- Support to create strategic alliances with both domestic and international development partners, non-governmental organizations (INGOs), and public and private collaborators
- Support to cultivate and maintain robust relationships while offering expert guidance to more than 20 Ministries dedicated to enhancing skills development for emerging job sectors, facilitating connections with the job market, and fostering innovation in the realm of skills and employment.
- Support to contribute the formulation of strategic initiatives aimed at onboarding skill service providers from the public and private sectors into the National Intelligence for Skills, Education, Employment and Entrepreneurship (NISE), emphasizing a data-driven approach to policy development.
- Support the operationalization of NISE for stakeholders involved in the skills and employment domain and promote the replication of NISE in diverse international contexts.
- Arrange career/employment/job fair countrywide in collaboration with field administration, Ministries and private sectors;
- 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"><li>1. Assisted to start skills in 15 courses on emerging occupations</li><li>2. Supported to develop 10 new Competency Standards in Emerging occupations</li><li>3. Supported to develop 50+ Master Trainer in emerging occupations.</li><li>4. Supported to create strategic alliances with 15+ Development Partners, INGOs and different stakeholders;</li><li>5. Supported to cultivate and maintain robust relationships 20+ Ministries working on skills development;</li><li>6. Supported to onboard 50+ public-private skills service providers in NISE;</li><li>7. Supported to create 10000+ Job opportunities for youth through NISE</li></ol>	12 Months

8. Supported to arrange 10 career/employment/job fairs in collaboration with field administration, Ministries and private sectors; 9. Supported to organize 30 workshops/summits/seminars/ToT on skills and employment.	
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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 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.
- At least 2 years' working experience in programme/project implementation.
- At least 2 years' experience in area of 4IR based future skills.
- Minimum 2 years of experience in managing online portal/platform.