

**Terms of Reference
For
Selection of Individual Consultant**

Job #	N/A
Job Title	Jr. Consultant (Data & SDG)
No. of positions	3
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:

A2i is keen on establishing a culture of informed and evidence-based decision-making for SDG acceleration and establishing Smart Bangladesh 2041. Various data platforms like SDG Tracker, My Constituency, Open Government Data Portal, Socio-economic Dashboard, etc. are fostering this. Besides, a2i’s Data Leadership Program is improving the data literacy of government officials and empowering them to manage and visualize data for better decision-making. A2i also facilitates the development of Smart Dashboards for all government offices in alignment with the Smart Bangladesh Agenda. Besides, it builds national and international data partnerships for the development of data.

‘Aspire to Innovate (a2i) Programme’ is looking to recruit three **Jr. Consultant (Data & SDG)** who will provide support to the management, coordination, and documentation of a2i’s SDG and Data initiatives, maintain data partnerships with the national and international stakeholders and bring innovation for the development of data.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Conduct Research, study, assessment, analysis, monitoring, and evaluation.
- Organize various learning and knowledge-sharing events, workshops/training on SDGs and data.
- Maintain communication with different stakeholders on SDGs.
- Develop training modules for training management and provide capacity development training to relevant people.
- Explore possible areas of collaboration among stakeholders and develop partnerships with relevant national and international stakeholders.

Supervision and Performance Evaluation:

The **Jr. Consultants (Data & SDG)** will be working with the Results Management Analyst of the Aspire to Innovate Programme. A performance evaluation will be conducted by Results Management Analyst, 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:

- Conduct desktop research and analytical discussion for the conceptualization of the data issues
- Develop the research framework for each study
- Develop data collection plans and tools (questionnaire, checklist, etc.)
- Support to finalize the research report and disseminate it to concerned people
- Keep close communication with data partners to ensure data availability in the platforms, data visualization, etc.
- Support to plan, organize, and conduct sensitization/orientation/knowledge-sharing workshops
- Support to organize international events and webinars
- Conduct needs assessment of the data platforms and initiatives within the govt. organization (all govt. agencies) for data innovation
- Organize needs assessment events within the whole of society including Academia, Civil Society, NGO/INGO, Private Sector, etc. for the use of their data
- Support to develop training module for the stakeholders
- Identify and map the potential stakeholders for capacity development
- Support to plan for the capacity development training for government officials.
- Support to disseminate and institutionalize the event decisions for data innovation
- Support to develop Data Analytics using Tableau, R, etc.
- Support to bring data innovation through the use of Big Data, Artificial Intelligence (AI), etc.
- Document learning, risk, challenge, and mitigation plan for the project initiatives
- Write various need-based data progress reports
- Organize and attend meetings with the donors to understand donor requirements for resource mobilization
- Write concept notes/ proposals
- Manage regular meetings with international partners to share the progress, challenge, and way forward along with identifying possible areas for collaboration
- Communicate and work with internal teams and external data partners for various promotional activities, publications, events documentation, etc.
- Keep liaison with data partners for the development of data in the country context
- Exchange knowledge of various internal data initiatives for the betterment of data for decision.
- Maintain liaison with national and global stakeholders

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">• Supported to plan, organize and conduct 10 sensitization workshops• Supported to organize 8 capacity development trainings• Supported to develop 16 training modules and contents• Explored and identified 8 organizations for partnership• Supported to establish partnership with 5 organizations• Supported to ensure the data availability in 6 data platforms	12 Months

<ul style="list-style-type: none"> • Supported to facilitate the development of data analytics and visualization in 6 data platforms • Supported to develop 10 dashboards • Supported to develop 10 analytics • Supported to develop data progress reports • Supported to facilitate event documentation • Supported to monitor and evaluate the effectiveness of 6 data platforms for continuous improvement and provide insights 	
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The incumbents 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. Consultants 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 professional experience in National/International organizations.
- At least 2 years of experience in data/ research area.