

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

Job #	N/A
Job Title	Jr. 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 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:

The **Aspire to Innovate (a2i) Programme** conducts research to evaluate the citizen-centric culture of innovation in civil service to understand the improvement of service delivery. It also evaluates and analyses the inclusiveness, affordability and reliability of the services. To accelerate SDG achievements in Bangladesh and establish Smart Bangladesh 2041, the research impacts greatly for the improvement and development.

‘**Aspire to Innovate (a2i) Programme**’ is looking to recruit a **Jr. Consultant (Research)** who will be responsible to plan for Qualitative & Quantitative research, data collection, data analysis and research report.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Maintain internal and external communication with stakeholders
- Provide support for planning and conduction of qualitative research on baseline and impact evaluation
- Assist in compiling and collating data from different sources
- Assist in producing data collection tools and guideline for questionnaire, KII, In-depth Interview, Group Discussion, case studies etc.
- Assist in preparing and review data analysis table, perform data analysis and write and review reports

Supervision and Performance Evaluation:

The **Jr. Consultants (Research)** will be working with the Data team of the Aspire to Innovate 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:

- Conduct desktop research and analytical discussion for the conceptualization of the study areas
- Develop the draft research framework for each study
- Develop the guideline for conducting studies of different a2i initiatives
- Assist to develop the methodology for conducting research
- Develop the list of stakeholders
- Develop data collection plans and tools (questionnaire, checklist, etc.)
- Determine the nature, purpose, area and various aspects of the studies
- Assist to determine population, sampling and sample size for different studies
- Keep close communication with internal teams/external teams/project focal/consultants for conducting different studies
- Assist in coordinating with the external consultants and organizations for research purposes
- Develop Terms of References for conducting external studies
- Organize and facilitate the orientation program to guide the personnel related to study conduction
- Collaborate and keep contact with the responsible authority for the study follow up
- Collect qualitative and quantitative data through different data collection methods
- Monitor data collection for ensuring data quality
- Process qualitative and quantitative data
- Assist in data processing, data analysis collected from the field
- Develop infographics and videography for better visualization
- Provide support in conducting findings sharing and validation meeting
- Share data and findings with the wider stakeholders
- Visualize the study findings in PowerPoint Presentation
- Assist in organizing findings sharing and dissemination events
- Assist in organizing the knowledge sharing events based on the lessons learned from the different studies
- Assist in organizing different national and international events such as: seminar, workshop, training Program, etc.
- Prepare data table and graphical presentation for reporting
- Assist in writing reports based on the analysis and maintain international standard

Deliverables and Timeframe:

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

Deliverables	Timeline
<ul style="list-style-type: none">• Supported to conduct research studies methodology• Supported to determine population, sampling and sample size for different studies• Supported to develop data collection tools• Supported to facilitate data collection• Supported to facilitate KIIs• Supported to facilitate FGD• Supported to facilitate the collection of data with ensuring quality	12 Months

<ul style="list-style-type: none"> • Supported to facilitate data processing and data analysis • Supported to prepare data table • Supported to develop research report • Supported to facilitate the graphical presentations • Supported to organize findings sharing session with national and international stakeholders 	
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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 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 experience in public/private organizations.
- At least 2 years of experience in research/ M&E.