

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Junior Consultant (Human Resources)
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 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:

The visionary landscape outlined by Smart Bangladesh 2041 has opened numerous opportunities for a2i, positioning it at the forefront of transformative initiatives. This strategic vision not only catalyzes a2i's current endeavors but also propels them to evolve further, ensuring citizens obtain the full benefits of innovative services. Recognizing the pivotal role of personnel, a2i places a strong focus on strategic human resource management. The organization has tailored its hiring processes to align with the diverse nature of funding sources and procedural intricacies. The objective is securing the right individuals in the right roles at the right time, a fundamental prerequisite for optimizing the organization's overall performance. To streamline recruitment and reduce aging time, a2i has diligently focused on perfecting the onboarding process, fostering efficiency and effectiveness.

In parallel, a2i is committed to a comprehensive approach to employee development and performance management. Performance evaluation, monitoring, and constructive feedback mechanisms are integral components of this strategy, ensuring equitable treatment for all employees and their further development. The organization's proactive stance is evident in its emphasis on identifying areas for staff improvement. Strategic plans are devised and implemented, fostering a culture of continuous learning and development, which is pivotal to the organization's success. With an eye on sustainability, a2i recognizes that prioritizing employee engagement initiatives and judiciously managing and optimizing its human capital are indispensable elements for the development of various initiatives of a2i.



Aspire to Innovate (a2i) Programme is looking for a **Junior Consultant (Human Resources)** who will assist in planning, recruitment, management, and training & development of Human Resources to ensure the smooth functioning of various initiatives of a2i.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Assists in completing the recruitment process.
- Support to conduct service evaluation of the project staff for contract extension.
- Support to HR data analysis.
- Ensure HR logistical support.
- Support to organize knowledge sharing sessions/trainings/workshops.
- Prepare various reports related to HR.
- Update the HR databases, record & documentation regularly.
- Maintain and update HR files, policy documentation, guidelines.
- Participation in the trainings for the operations/projects staff on HR.
- Support to day-to-day HR activities.
- Ensure logistical support (ID card, Laptop and other logistics) for the new staff.
- Support to arrange orientation session for the new staff.
- Perform other related duties and responsibilities as and when required assigned by project management.

Supervision and Performance Evaluation:

The **Junior Consultant (Human Resources)** will be working with the Human Resources (Operations) team of Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by the project authority of 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:

- Full compliance of HR processes and records within compliance with UNDP and GoB rules, regulations, policies, and strategies.
- Assist the project staff in developing Terms of References (ToRs) and other recruitment-related documents.
- Manage personnel documents, database, and website and ensure the timely update of the documents and database.
- Support in preparing HR budget on a monthly, quarterly, half yearly, and annual basis.
- Support to prepare policy documents like procurement plan, AWP for HR portion.
- Conduct day-to-day HR activities.
- Support to HR data analysis.
- Assist in preparing different reports for senior management and relevant stakeholders.
- Ensure timely settlement of honorarium for the Technical Evaluation Committee panel.
- Assist in planning and organizing learning and employee engagement activities.
- Support in arranging and facilitating orientation sessions for new staff and ensuring their smooth transition.
- Support to implement HR strategies and best practices throughout the organization.
- Support to maintain an employee friendly work culture.
- Ensure the logistical support for new staff and update the logistics of other staff whenever required.



- Support to maintain liaison with panel members and other stakeholders.
- Assist in the performance management.
- Support in maintaining employee contract management.
- Ensure regular maintenance and update of the HRIS in coordination with the technical team.
- Support in various meetings related to HR.
- Preparation of employee-related documents as per requirement.
- Perform other related duties and responsibilities as and when required and assigned by 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"> • Successfully assisted in the timely onboarding of consultants and project staff. • Provide support for all the scheduled Opening meetings, TEC meetings, Interview meetings, and Negotiation meetings for IC GoB. • Ensure the timely and proper HR documentation. • Submit the HR budget on time, accurately, and in compliance with the specified frequency (monthly, quarterly, half-yearly, and annually). • Ensure timely preparation and revision of the Annual HR plan. • Prepare comprehensive HR analysis reports for senior management and relevant stakeholders. • Maintain and ensure the availability of team logistics at all times. • Ensure the timely settlement of the honorarium for TEC panel members. • Support to organize training and development sessions. • Assist in staff onboarding and offboarding. • Assist in implementing performance management and performance improvement. • Ensure the proper maintenance of the HR database and documentation. • Support in maintaining employee contract management. • Provide support in the development of 4 HRIS modules for the HR team. 	<p style="text-align: center;">12 Months</p>

The incumbent will perform other related duties and responsibilities as and when required and assigned. The incumbent should function as an influential team member.

Payment: The Consultant will be paid 12 (Twelve months) equal instalments every month upon completion of the above deliverables.

Requirements for Experience and Qualifications:

I. Academic Qualifications:

- Minimum Bachelor’s degree in any subject from any reputed private/public university.



II. Experience:

- At least 4 years of experience in a national/international organization.
- At least 2 years of experience in Human Resources Management.
- At least 2 years of experience in Individual Consultant hiring following the PPR guideline.
- At least 1 year of experience in staff training & development.

