

Terms of Reference

For

Selection of Individual Consultant

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| Job # | N/A |
| Job Title | Consultant (CS2041) |
| 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 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:

Civil Service 2041: Digital Leadership Journey is a transformational initiative of Government of Bangladesh for civil servants to equip and prepare them for future. Civil servants now a days have to deal with constantly changing governance environment due to disruptive technologies adopted in workplace and development activities. Aspire to Innovate (a2i) Programme is implementing this CS2041 initiative under supervision of Cabinet Division, GoB and ICT Division. CS2041 envisions to build visionary and competent civil service that is energized by Govpreneurship spirit, capable of innovating and ingraining novel approaches & technologies to address public problems. In course of implementation Civil Service 2041 provides a Digital Leadership Journey for civil servants to foster with purpose. CS2041 combines civil servants' competence, purpose, and autonomy into Govpreneurship. Digital Leadership Journey helps civil servants grow in four areas: leadership, technological immersion, data skills, and human-centered design. CS2041 is also building a mesh network of collaborative learning and thinking across national and international institutions within the public-private-academic triad.

'Aspire to Innovate (a2i) Programme' is looking for **Consultant (CS2041)** who will provide support in implementation of CS2041 activities and achieving implementation targets, establish effective collaboration with stakeholder organization, extract insights from accomplished tasks.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Develop implementation methodology and plan for implementation of Civil Service 2041.
- Provide necessary support to develop and implement Civil Service 2041.

- Develop and implement Course Curriculum for Civil Service 2041.
- Facilitate workshops, seminars, and knowledge sharing events.
- Ensure continuous improvement in curriculum and incorporation of those requirements in CS2041.
- Ensure CS2041 implementation based on well-defined SoP.
- Design and prepare capacity development manual and implement.

Supervision and Performance Evaluation:

The **Consultant (CS2041)** will be working with the CS2041 team of Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by the Project Management 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:

- Develop implementation methodology and plan for implementation of Civil Service 2041.
- Organize planning activities to ensure smooth operation of Civil Service 2041.
- Coordinate with Ministries, Divisions and Government agencies to ensure effective implementation of Civil Service 2041
- Provide necessary support to partnering agencies to develop and implement Civil Service 2041.
- Develop and implement Course Curriculum for Civil Service 2041.
- Develop and implement appropriate contents for Training institutes on Civil Service 2041.
- Organize workshops, seminars, and knowledge sharing events as part of implementation of Civil Service 2041.
- Facilitate workshops, seminars, and knowledge sharing events on Civil Service 2041.
- Organize national and international webinars, seminars on relevant topics of Civil Service 2041.
- Ensure coordination with Ministries and implementation of guidance, decisions and directions regarding implementation of Civil Service 2041.
- Prepare concept papers, reports for national and international organization on Civil Service 2041.
- Ensure strong learning spirit within members of Civil Service 2041 team.
- Facilitate preparation of knowledge contents and new ideas related to Civil Service 2041.
- Ensure continuous improvement in curriculum and incorporation of those requirements in Civil Service 2041.
- Ensure development, design and preparation of capacity development manual related to Civil Service 2041.

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">● Develop implementation methodology and plan for implementation of Civil Service 2041.● Organize planning activities to ensure smooth operation of Civil Service 2041.● Ensure coordination with Ministries, Divisions and Government agencies to ensure effective implementation of Civil Service 2041● Provide support to partnering agencies to develop and implement Civil Service 2041.● Develop and implement 10 Course Curriculum for Civil Service 2041.● Develop and implement appropriate contents for all government Training institutes on Civil Service 2041.● Organize 20 workshops, seminars, and knowledge sharing events as part of implementation of Civil Service 2041.● Facilitate all workshops, seminars, and knowledge sharing events on Civil Service 2041.● Organize 10 national and international webinars, seminars on relevant topics of Civil Service 2041.● Ensure coordination with Ministries and implementation of guidance, decision and directions regarding implementation of Civil Service 2041.● Prepare concept papers, reports for national and international organization on Civil Service 2041.● Ensure strong learning spirit within members of Civil Service 2041 team.● Facilitate preparation of knowledge contents and new ideas related to Civil Service 2041.● Ensure continuous improvement in curriculum and incorporation of those requirements in Civil Service 2041.● Ensure development, design and preparation of capacity development manual related to Civil Service 2041.● Prepared ToR, MoU, contract papers, budgets for Civil Service 2041.● Developed user manuals and video tutorials related to Civil Service 2041. | 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 Consultant (CS2041) 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 8 years of working experience in public/private organization with Bachelor's degree.
- At least 6 years of experience working in public/private sector with Master's degree.
- At least 4 years of working experience with field administration.
- At least 2 years of experience in organizing training/ workshops/seminars/knowledge events/capacity development activities.