

# Terms of Reference

For

Selection of Individual Consultant

<b>Job #</b>	N/A
<b>Job Title</b>	<b>Jr. Consultant (Research)</b>
<b>No. of Position</b>	1
<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 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. Catalyzing Digital Financial Services and Fintech Innovations
3. Incubating Private Sector-enabled Public Service Innovation

## Background of the assignment:

In line with the above objectives, over the years, a2i has developed digital solutions to accelerate and strengthen protocols of public services and created many digital platforms to cater to the needs of citizens in a rapidly evolving development context. It is believed that these efforts would support the government in instilling innovation and building up the necessary institutional mechanisms so that efforts already made would be incentivized and scaled up to bring sustainable impact.

To determine the extent of the digitally assisted interventions and whether these interventions have been able to fulfill these expectations and stated results described in the Project Document, and also to what extent lessons learned have been incorporated for further refinement of the project interventions, detailed evaluation needs to be undertaken.

'Aspire to Innovate (a2i) Programme' is looking for a **Jr. Consultant (Research)** who will provide support in achieving its research and analysis goals, contributing to the organization's mission, and enhancing its research capabilities as well as assist in preparing and review data analysis table, perform data analysis and write and review reports as well as maintain external and internal communication with stakeholders.

## Objectives of the assignment:

The overall objective of the assignment will be the following:

- Provide support for planning and conducting qualitative research on baseline and impact evaluation.
- Assist in compiling and collating data from different sources.

- Assist in producing data collection tools and guidelines for questionnaires, KII, In-depth Interviews, Group Discussions, case studies, etc.
- Assist in preparing and reviewing data analysis tables, perform data analysis, and write and review reports.
- Maintain internal and external communication with stakeholders.

### **Supervision and Performance Evaluation:**

The **Jr. Consultants (Research)** will be working with the Research 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, further continuation of the contract will depend upon the satisfactory performance and availability of funds.

### **Scope of work, Duties and Responsibilities:**

- Support senior management in planning, management, reporting, and data analysis and develop and implement a comprehensive M&E strategy.
- Assist in establishing monitoring and reporting standards, quality assurance tools, and mechanisms.
- Support in Project Annual Review Meetings and Mid-Term reviews.
- Assist in coordinating and maintaining effective communication with internal and external stakeholders for M&E facilitation
- Support in conducting various qualitative and quantitative research.
- Support to bring Data Innovation for Data-Driven Decision making
- Assist in Developing high-quality products and disseminate them to national and international audiences.
- Assist in maintaining strong communication for dealing with the donor agencies and International Partnerships for conducting academic research and support in various need-based operational activities to ensure smooth functioning within the team
- Support and maintain effective communication with internal and external stakeholders.
- Contribute to managing, monitoring, and coordinating the Research team's initiative-wise activity, progress, and planning and conducting qualitative and quantitative research.
- Assist in having strong communication for dealing with the donor agencies and International Partnerships for conducting academic research and support in various need-based operational activities to ensure smooth functioning within the team.
- Support in managing, monitoring, and coordinating the Research team's initiative-wise activity, progress, and planning and conducting qualitative and quantitative research.
- Assist in organizing and maintaining research data and databases and assist in data cleaning, coding, and validation, as well as Collaborate with the team to ensure data security and compliance with research ethics.
- Support in providing general administrative support to the research team, as well as assisting in coordinating meetings, schedules, and communication within the team and assisting in preparing research proposals and funding applications.
- Assist in contributing to the execution of research projects with assistance in project monitoring and evaluation activities and Collaboration with team members to meet project milestones and deadlines.

**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"> <li>● Supported to develop comprehensive M&amp;E guidelines for GoB and UNDP stakeholders.</li> <li>● Supported in the preparation of training materials for stakeholders on how to use the guidelines effectively.</li> <li>● Assisted in generating 20 Regular reports and data analysis to aid decision-making.</li> <li>● Supported to provide recommendations for improving planning, management, and reporting.</li> <li>● Supported to develop a documented strategy aligned with project objectives.</li> <li>● Assisted in designing an implementation plan for the strategy.</li> <li>● Supported to establish standards, quality assurance tools, and mechanisms.</li> <li>● Documentation of processes and protocols for maintaining standards.</li> <li>● Supported organizing and facilitate meetings with clear reports of findings and recommendations.</li> <li>● Coordination and communication with internal and external stakeholders.</li> <li>● Demonstrated improvements in communication and collaboration.</li> <li>● Assisted in preparing 7 Research reports based on various qualitative and quantitative studies.</li> <li>● Supported with data sets and findings from research activities</li> <li>● Documentation of innovative data-driven decision-making approaches.</li> <li>● Prepared case studies or reports demonstrating the impact of data innovation.</li> <li>● Supported to develop high-quality knowledge products, such as reports, publications, or data visualizations.</li> <li>● Supported to prepare a dissemination plan to reach national and international audiences.</li> <li>● Records of contributions to fundraising and resource mobilization efforts.</li> <li>● Supported to successfully secure funds 3 times and documented resources.</li> <li>● Ensure effective communication records with donor agencies.</li> <li>● Assisted to prepare 4 Reports demonstrating donor satisfaction and cooperation.</li> <li>● Documentation of international partnerships for academic research.</li> <li>● Assisted to develop 5 Reports showcasing collaborative research efforts.</li> <li>● Documentation of activities supporting the smooth functioning of the team.</li> </ul>	<p>12 Months</p>

<ul style="list-style-type: none"> <li>● Assisted in preparing 2 Reports on successfully addressed operational challenges.</li> <li>● Maintained records of activities, progress, and planning for various research initiatives.</li> <li>● Supported development of 5 Reports on the effectiveness of initiative-wise management.</li> </ul>	
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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 Jr. Consultant (Research) will be paid 12 (Twelve months) equal installments 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 of experience in public/private organizations
- At least 2 years of experience in research/ M&E.
- At least 1 years’ experience in Project implementation.
- At least 1 year of demonstrated experience in conducting writing reports, concept notes /proposals, briefs.