

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Jr. Consultant- Agency Formation
Number of Positions	01
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:

In its pursuit of a 'Smart Bangladesh,' the government is steadfastly evolving its approach to citizen and office-centric services, transitioning from the Digital Bangladesh paradigm to the more advanced Smart Bangladesh model, which emphasizes intelligent and innovative service delivery through the integration of cutting-edge technologies.

At the heart of this transformative journey is the a2i program, operating under the auspices of the Cabinet Division, and it stands as a driving force behind this transition. To facilitate and expedite the adoption of smart technologies and practices, a2i is actively engaged in organizing workshops and capacity-building sessions for all ministries and their associated departments and organizations. These collaborative efforts are aimed at empowering these entities with the knowledge and tools required to provide smart services and undertake innovative projects that leverage the transformative capabilities of technology. In addition, a2i is committed to providing the necessary resources and support to the private sector, fostering a collaborative environment in which businesses can take the lead in pioneering smart initiatives through the strategic application of technology.

Aspire to Innovate (a2i) Programme is looking for a Junior Consultant - Agency Formation who will contribute to the overall mission of advancing a Smart Bangladesh by assisting in tasks that support

Organizational Development, Cultural Transformation, Organizational Capacity Development, and the development of a learning culture within the agency.

Objectives of the assignment:

- Support in assessing the relevance of the agency to the formal and informal labour markets.
 - Support in assessing the capacity of each team and stakeholders to operate and sustain the new business model/ programmes while proposing new methods.
 - Support analysis of institutional and administrative framework, cost structures, market potentials, revenue models, brand valuation, return on investment; and support necessary solutions for a2i platforms/components
 - Support in terms of stakeholder engagement of both government and private sector and networking at a national and international level.
 - Support documenting the good practices, challenges faced, and lessons learnt for recommending measures to improve the policy, systems and practices of the agency going forward.
 - Support reviewing the current documentation, reporting and preservation mechanism of the organization and propose new frameworks/ideas to be developed.
 - Support in report generation and documentation process as per requirement
 - Assist to organize various workshops, training, session etc.
 - Assist in the assessment and enhancement of the agency's organizational structures and processes.
 - Support the creation of programs and activities that foster a positive and inclusive work environment.
 - Aid in the development and execution of strategies to shift and enhance the organizational culture.
 - Support initiatives that promote shared values, vision, and mission among all employees.
 - Contribute to the creation and promotion of continuous learning opportunities for all staff members.
- Support to develop and implement frameworks for ongoing professional development and skill enhancement.

Supervision and Performance Evaluation:

The **Jr. Consultant (Agency Formation)** will be working with the Sr. Consultant (Agency Formation) 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:

- Conduct market research on formal and informal labor markets, identifying trends, demands, and future projections.
- Evaluate project's initiatives against market needs and the competitive landscape.
- Develop capacity-building plans focusing on skill development, knowledge enhancement, and resource optimization.
- Implement training programs addressing gaps and promoting continuous improvement.
- Review and analyze existing institutional frameworks, policies, and administrative structures.
- Examine cost structures, budget allocations, and revenue models for operational efficiency and financial sustainability.
- Propose strategic improvements to streamline processes, enhance transparency, and align with organizational goals.
- Enhance stakeholder engagement, fostering relationships with government, private sector, and community stakeholders.

- Organize and facilitate networking events, workshops, and conferences to promote collaboration and partnership opportunities.
 - Document successful practices, challenges, and lessons learned systematically.
 - Support to analyze data to identify themes, trends, and areas for improvement in policies, processes, and implementation.
 - Implement new frameworks and tools for better data collection, analysis, and information dissemination.
 - Establish standardized reporting formats and guidelines for consistency and accuracy.
 - Develop and facilitate engaging workshops, training sessions, and seminars to enhance skills and promote continuous learning.
 - Assess and optimize organizational structures, workflows, and processes for efficiency and strategic alignment.
- Foster inclusivity, diversity, and supportive workplace culture, promoting continuous learning and career development opportunities.

Deliverables and timeline:

Deliverables	Timeline
<ul style="list-style-type: none"> • Detailed reports assessing the capacity of each team and stakeholders to operate and sustain new business models/programmes, with proposed methods for improvement. • Conduct comprehensive analysis on institutional and administrative frameworks, cost structures, market potentials, revenue models, brand valuation, and ROI for a2i platforms/components, and formulate specific recommendations and solutions based on the findings. • Reports on stakeholder engagement activities, including summaries of meetings, workshops, and networking events at national and international levels. • Design and implement programs and activities to foster a positive and inclusive work environment, including developing detailed implementation plans and generating feedback reports. • Develop and implement initiatives and programs that promote shared values, vision, and mission, and produce comprehensive evaluation reports to assess their effectiveness in fostering organizational alignment and employee engagement. • Support to develop frameworks for continuous learning opportunities, including records of workshops, training sessions, and knowledge-sharing events. • Support in framework development for ongoing professional development and skill enhancement, along with detailed implementation plans and progress reports on these activities. 	<p>12 Months</p>

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 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 work experience in national/ international organizations.
- At least 2 years work experience of organizational development/project implementation.