

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Junior Consultant (Future of Education)
No. Of Positions	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 assignment:

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:

Bangladesh has approximately 1 million teachers at all school levels- a number more than the population of many countries. Earlier evidence shows that the lack of teachers' preparedness, capacity, and in-school resources has led to teachers struggling to renew their classroom practices.

The Teachers' portal, started in 2011, has now grown into a popular, full-fledged social media site and is now the largest online educational content storage and professional development platform in Bangladesh, boasting more than 635,000 teachers as active members. Teacher's Portal works as a peer-to-peer capacity development hub for teachers where they can collaborate to create more quality educational content that meets the specific needs of the pupils in their classrooms. The transformation of education in Bangladesh has really been teacher-led, teacher-driven, and learner-focused.

The Teacher's Portal is playing a crucial role in this transformation journey. Besides the Teachers' Portal, some other platforms like the Monitoring System and Teachers' Guide supported by a2i are running to ensure effective education in Bangladesh. Moreover, 'Muktopaath' is the largest Bangla language e-learning platform containing content on general, technical, and vocational education. There are more than 46.16 lac students enrolled learning in 280 courses. So far, more than 28 lac 71 thousand students have been awarded certificates for completing their courses. The platform is also used by government institutions to provide online training to government officers and employees. So far, about 60 thousand government officials have successfully completed courses in Muktopaath. The Muktopaath app has also been developed to make online courses accessible to citizens through mobile phones. There are about 2 lac 25 thousand students using the app.

'Aspire to Innovate (a2i) Programme' is looking for two **Junior Consultant (Future of Education)** who will support in e-Learning management, development of content & implementation of e-Learning

courses, assist to develop partnerships and collaboration with Government organizations, Ministries, Training Institutes, Non-Government and Development partners.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support in design and conduct appropriate research initiatives for education and e-Learning initiatives.
- Provide support to respective Ministries, Divisions and Organizations.
- Provide guidance to develop education and e-learning initiatives for the different stakeholders.
- Assist in meeting with policymakers, planning, designing and facilitating brainstorming workshops.
- Support to capture local and international best practices and extract lessons for policy input and draft policy documents.
- Assist in partnership development for education and e-learning initiatives.
- Support to organize various workshops/sessions related to e-learning/ education at nationwide level.

Supervision and Performance Evaluation:

The **Junior Consultants (Future of Education)** will be working with the Future of Education team of 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:

- Assist in the design of research methodologies, including surveys and data collection tools.
- Contribute to literature reviews, case studies, and policy research relevant to education and e-learning.
- Collect and analyze data to inform the design and implementation of e-learning strategies.
- Support in coordinating with ministries and divisions to ensure smooth communication and implementation of education and e-learning initiatives.
- Assist in developing tailored education strategies for various stakeholders (e.g., schools, policymakers, NGOs).
- Contribute to the creation of materials and resources to facilitate stakeholder engagement.
- Assist in the design of workshop agendas and materials to engage participants effectively.
- Conduct research on best practices in education and e-learning both locally and globally.
- Support in identifying potential partners (NGOs, tech companies, educational institutions) for collaboration on e-learning projects.
- Assist in the planning and execution of nationwide workshops and sessions related to e-learning.

Required Competencies

Technical Competencies:

- Basic understanding of e-learning technologies and digital education tools.
- Proficiency in data collection and analysis, including familiarity with survey tools and software.

- Experience with research methodologies related to education, including literature reviews and case study development.
- Familiarity with policy analysis and understanding of the role of education in national development.
- Basic knowledge of education systems and their integration with technology, particularly in the context of developing countries.
- Strong understanding of digital platforms and their applications for distance learning and virtual classrooms.

Functional Competencies:

- Strong organizational skills, including the ability to manage multiple tasks and deadlines efficiently.
- Effective communication skills, both written and oral, for drafting reports and interacting with stakeholders.
- Team-oriented, with the ability to collaborate with different professionals across sectors.
- Strong problem-solving abilities to overcome challenges in the implementation of e-learning initiatives.
- Proactive in learning new tools and technologies related to education and e-learning.
- Ability to engage with stakeholders and facilitate workshops and training sessions.

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"> • Support to develop an annual plan (1) to coordinate with Government ministries and departments to identify online training needs and priorities to collaborate through e-Learning initiatives. • Support to design and conduct (initially 3) need analysis workshops for Government Ministries and departments, Educational Training Institutions, NGOs or other e-Learning partners for mapping the recent training demands. • Provide support to collaborate and develop at least (15) fresh online courses in partnership with Government Ministries, departments and Educational Training Institutions according to the demand analysis. • Support to design & replicate dedicated sub-domains (20) for e-training providers/stakeholders. • Assist to monitor and manage (2) data dashboards (both MuktoPaath and a2i Dashboard) for analysing data pattern, produce graphical data representation and support the stakeholders for impact analysis. • Produce different reports from MuktoPaath e-learning platforms, partners and participants. • Support to manage the e-Learning Platform and the mobile Application, monitor course categories, update recent activities, and ensure seamless communication to user-end regarding support services. 	<p style="text-align: center;">12 Months</p>

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

Payment: The **Junior Consultants (Future of Education)** 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 work experience in any national/international organizations.
- At least 2 years of work experience in the field of Education/e-learning.