

**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: 11 months (Subject to the project's validity period. 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:

Bangladesh is actively working to modernize and streamline its citizen and office-centric services by integrating cutting-edge technologies and fostering innovative approaches to service delivery. At the forefront of this initiative is the Aspire to Innovate (a2i) Programme, which focuses on enabling ministries, departments, and organizations to adopt advanced practices and systems that enhance efficiency, transparency, and service quality.

The a2i Programme supports the development of a robust organizational infrastructure that empowers public and private sectors to implement transformative projects. By facilitating capacity-building sessions, organizing workshops, and providing strategic resources, a2i ensures that these entities can operate effectively within an evolving technological and organizational landscape.

Aspire to Innovate (a2i) Programme is looking for a Junior Consultant (Agency Formation) who will contribute to the overall mission of advancing a Technology based Bangladesh by assisting in tasks that support Agency Formation, 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.
- Support in Agency Formation process.
- Assist in Staffing, Compensation & Benefits & Operations.
- 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 Agency Formation team of Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by the project authority of a2i. After 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:

- Support in the Agency Formation process.
- Primarily design & drafting Agency Formation Organogram, frameworks, policy & SoP & others documents.
- Support to enhance stakeholder engagement, fostering relationships with government, private sector, and community stakeholders.
- Conduct market research on formal and informal labor markets, identifying trends, demands, and future projections.
- Support in evaluating project's initiatives against market needs and the competitive landscape.
- Support to develop capacity-building plans focusing on skill development, knowledge enhancement, and resource optimization.
- Prepare various reports related to Agency Formation, staffing & operation, compensation & benefits.
- Assist in employer branding & employee engagement, employee career path development programme.
- Implement training programs addressing gaps and promoting continuous improvement.

- Organize and facilitate networking events, workshops, and conferences to promote collaboration and partnership opportunities.
- Maintain and update Agency Formation various files, policy documentation, guidelines, challenges, and lessons learned systematically.
- Support to analyse data to identify themes, trends, and areas for improvement in policies, processes, and implementation.
- Assist in Organizational Development and cultural transformation-related work.
- Assist in implementing new frameworks and tools for better data collection, analysis, and information dissemination.
- Support in establishing 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.
- Assist in assessing 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.

Technical Competencies

1. Policy and Framework Development

- Proficiency in designing organizational frameworks, policies, SoPs, and organograms.
- Knowledge of governance structures and operational planning.

2. Stakeholder Engagement

- Strong interpersonal and communication skills to build relationships with government, private, and community stakeholders.
- Experience in stakeholder mapping and collaboration strategies.

3. Market Research and Data Analysis

- Competence in conducting market research and analyzing trends, demands, and labour market data.
- Familiarity with statistical tools and software (e.g., SPSS, R, Excel).

4. Capacity Building

- Expertise in developing training materials, capacity-building plans, and skill development programs.
- Understanding of adult learning principles and training delivery methods.

5. Documentation and Reporting

- Ability to prepare comprehensive reports on staffing, operations, compensation, and benefits.
- Skilled in maintaining systematic documentation and creating standardized reporting formats.

6. Organizational Development and Change Management

- Knowledge of organizational development and cultural transformation practices.
- Familiarity with tools for process optimization and workflow analysis.

7. HR and Talent Management

- Skills in employer branding, employee engagement, and career path development.
- Understanding of performance management and employee lifecycle processes.

Functional Competencies

1. Organizational Structuring and Design

- Understanding of recruitment processes, including job posting, shortlisting, and interview coordination.
- Ability to manage onboarding logistics, ensuring smooth integration of new staff into the organization.

2. Strategic Planning

- Ability to prioritize and align activities with organizational objectives and long-term goals.
- Skill in designing frameworks and plans to achieve measurable outcomes.

3. Effective Communication

- Proficiency in preparing clear and concise reports, presentations, and documentation.
- Ability to convey ideas effectively to diverse audiences, including stakeholders from different sectors.

4. Problem-Solving and Decision-Making

- Skill in analyzing complex issues to identify practical and effective solutions.
- Capacity to assess risks and make informed decisions that align with organizational needs.

5. Project Coordination

- Competence in managing multiple tasks and timelines to ensure project deliverables are met.
- Ability to coordinate with various teams to maintain alignment and efficiency.

6. Adaptability and Flexibility

- Ability to adapt to changing priorities and requirements while maintaining high-quality outputs.
- Skill in navigating ambiguity and finding innovative ways to address challenges.

7. Event and Program Facilitation

- Skill in planning and executing workshops, conferences, and networking events.
- Ability to engage participants effectively and ensure meaningful outcomes.

Deliverables and timeline:

The assignment will be for 11 months (Subject to the project's validity period). Completed tasks under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> • Finalized the Agency Formation organogram, frameworks, policies, and SoPs. • Completed a labor market research report with identified trends and future demands. • Created and implemented capacity-building plans with measurable skill and resource improvements. • Prepared and submitted reports on Agency Formation, staffing, and compensation. • Designed and delivered training programs to address gaps and enhance skills. • Organized and facilitated networking events, workshops, and conferences. 	<p>11 Months (Subject to the project's validity period)</p>

<ul style="list-style-type: none"> • Developed standardized reporting formats and guidelines for consistent documentation. • Analyzed data to identify trends and improve policies and organizational strategies. 	
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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 Consultant will be paid 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.
- At least 2 years work experience of staffing, compensation & benefits and operations.