

**Terms of Reference
For
Selection of Individual Consultant**

Job #	N/A
Job Title	Jr. Consultant (Future of Work)
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: 11 months (Subject to the project's validity period. 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:

Bangladesh has made significant strides in its strategic advancement over the past decade, focusing on skills development aligned with the Fourth Industrial Revolution (4IR). This transition involves fostering collaborations with both national and international partners and empowering youth through job creation. The strategy aims to build a market-responsive skills and employment ecosystem, ensuring the nation's growth is effective and sustainable. Prioritizing the development of a skilled workforce and adapting to emerging technologies will enable Bangladesh to remain competitive in the global economy and meet future challenges.

'Aspire to Innovate (a2i) Programme' is looking for a **Jr. Consultant (Future of Work)** to create a market-driven skills eco-system in Bangladesh.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support to implement NISE3 for public/private stakeholders
- Support to implement 4IR based future skills in Bangladesh
- Support to replicate NISE3 in different countries
- Support to arrange different workshops, ToT, launching event, Job Fair, Seminar, Summit etc.
- Support to establish partnership with public/private partners
- Assist the team to develop partnership with national and international development partners to implement Future of Work-related initiatives

Supervision and Performance Evaluation:

The **Jr. Consultant (Future of Work)** will be working with the Future of Work team of Aspire to Innovate Programme. A performance evaluation will be conducted by the project authority, 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 to address courses on emerging occupations in technical training institutes, colleges and universities.
- Support to develop new Competency Standards in emerging occupations by Bangladesh Technical Education Board (BTEB) and National Skills Development Authority (NSDA)
- Support to develop Master trainer on emerging occupations in different skills service providers, colleges and universities.
- Support to create strategic alliances with both domestic and international development partners, non-governmental organizations (INGOs), and public and private collaborators
- Support to cultivate and maintain robust relationships while offering expert guidance to more than 20 Ministries dedicated to enhancing skills development for emerging job sectors, facilitating connections with the job market, and fostering innovation in the realm of skills and employment.
- Support to contribute the formulation of strategic initiatives aimed at onboarding skill service providers from the public and private sectors into the National Intelligence for Skills, Education, Employment and Entrepreneurship (NISE), emphasizing a data-driven approach to policy development.
- Support the operationalization of NISE for stakeholders involved in the skills and employment domain and promote the replication of NISE in diverse international contexts.
- Provide technical and operational support to stakeholders in utilizing the NISE3 platform.
- Arrange career/employment/job fair countrywide in collaboration with field administration, Ministries and private sectors;
- Support to arrange national/international conferences, seminar, summit, ToT, and workshops on skills and employment;

Technical Competencies

1. Curriculum Support and Development

- Technical understanding of emerging job sectors and the ability to help design and adapt course curricula for technical training programs.
- Knowledge of competency-based education (CBE) frameworks and ability to apply these standards in course development.

2. Trainer Development and Program Support

- Technical expertise in supporting the development and implementation of Train-the-Trainer programs, focusing on new and emerging skills.
- Ability to utilize training technologies and resources to support master trainer programs.

3. Data Collection and Analysis for Policy Development

- Proficient in data collection, analysis, and interpretation using technical tools to support skills development policies.
- Ability to apply analytical software for generating insights and reports that inform policy decisions in skills and employment sectors.

4. Event and Logistics Management

- Skilled in managing the technical aspects of career fairs, including event platforms, virtual/physical coordination, and AV systems.
- Proficient in using event management software and tools to organize, monitor, and evaluate career-related events.

5. Facilitation and Technical Support for Events

- Competent in handling technical elements of workshops, seminars, and conferences, including presentation tools, virtual event platforms, and A/V systems.
- Skilled in providing technical assistance during events, ensuring seamless execution of sessions and troubleshooting issues in real-time.

6. User Support for Digital Platforms

- Proficient in providing user support for digital skills development platforms, ensuring troubleshooting and platform navigation assistance.
- Skilled in using platform management tools to monitor usage, resolve technical issues, and optimize user experience for stakeholders.

7. Platform Support and Operational Management

- Competent in managing the operational functionality of skills development platforms (e.g., NISE3) and providing basic troubleshooting support.
- Skilled in applying technical skills to optimize platform user experience, data collection, and reporting features.

Functional Competencies

1. Program Coordination and Execution

- Ability to manage and track the successful execution of skill development programs across various stakeholders.
- Competence in monitoring and ensuring the timely completion of tasks related to course and competency development.

2. Stakeholder Relationship Management

- Skill in fostering long-term relationships with public and private partners, ensuring collaboration in emerging occupation development.
- Ability to engage and collaborate with key decision-makers, ensuring alignment on skill development initiatives.

3. Operational Support and Administration

- Ability to manage logistical aspects of training programs, workshops, and conferences, ensuring they run smoothly.
- Competence in preparing reports, maintaining schedules, and tracking deliverables for various programs.

4. Policy Advocacy and Implementation Support

- Ability to contribute to the development and dissemination of policy recommendations for skills development based on emerging market needs.
- Competence in supporting the implementation of strategies in line with national policies for skill development.

5. Training and Capacity Building

- Competence in organizing and coordinating training sessions for internal and external stakeholders, ensuring that they address current skill gaps.

- Ability to evaluate and report on the effectiveness of training programs and make necessary adjustments.
- 6. Resource Mobilization and Fund Management**
- Ability to contribute to the identification and management of resources needed for the effective implementation of skills development programs.
 - Competence in tracking and reporting on resource utilization, ensuring alignment with budgetary guidelines.
- 7. Reporting and Documentation**
- Skill in maintaining comprehensive records and reports related to program activities, ensuring that documentation is accurate and accessible.
 - Ability to prepare and deliver reports to senior management and stakeholders, ensuring transparency and accountability in the execution of programs.

Deliverables and Timeframe:

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

Deliverables	Timeline
1. Assisted to start skills in 15 courses on emerging occupations 2. Supported to develop 10 new Competency Standards in Emerging occupations 3. Supported to develop 50+ Master Trainer in emerging occupations. 4. Supported to create strategic alliances with 15+ Development Partners, INGOs and different stakeholders; 5. Supported to cultivate and maintain robust relationships 20+ Ministries working on skills development; 6. Supported to onboard 50+ public-private skills service providers in NISE; 7. Supported to create 10000+ Job opportunities for youth through NISE 8. Supported to arrange 10 career/employment/job fairs in collaboration with field administration, Ministries and private sectors; 9. Supported to organize 30 workshops/summits/seminars/ToT on skills and employment.	11 months (Subject to the project’s validity period)

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 monthly basis upon completion of 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 working experience in national/international organizations.

- At least 2 years' working experience in programme/project implementation.