

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

Job #	N/A
Job Title	Jr. Consultant [iLab]
No. of Position	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:

To develop an innovation-centered economy and sustain its remarkable growth, the Aspire to Innovate (a2i) Programme has been playing a critical role in creating an enabling environment for innovators. iLab is dedicated to fostering creative solutions and driving innovative initiatives to transform public service delivery and improve the lives of citizens. iLab seeks, incubates, and accelerates innovations to tackle large problems of society by leveraging technology, particularly electro-mechanical devices, the Internet of Things, and renewable energy. iLab reaches out to individual innovators, students, and startups through innovation and challenge competitions.

'Aspire to Innovate (a2i) Programme' is looking for **Jr. Consultant [iLab]** who will be responsible for driving innovation, experimentation, and research by facilitating innovation acceleration and incubation support.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Provide overall R&D support to complete the ongoing iLab innovation projects through emerging technologies.
- Support in close monitoring and intensive technical support to complete the ongoing a2i Innovation-funded projects during the time frame.
- Assist in scientific analysis, and technical evaluation and provide technical support to Prototype Development.

- Provide technical support to commercial product design by implementing engineering design skills and scientific knowledge.
- Redesign, customization, feature development, content writing, backend functional development, and server-related management of the iLab portal.
- Maintain liaison & communication with different Ministries/Division, Govt. officials, and stakeholders for different digital center activities.
- Provide technical support on different types of youth initiative events such as Innov-a-thon, Challenge Fund, Innovation Summit, International Conference, etc.

Supervision and Performance Evaluation:

The **Jr. Consultants [a2i Innovation Fund (AIF)]** will be working with the a2i Innovation Fund (AIF) team of the Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by the Project authority. After 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 facilitating technical assistance and expertise to the innovators, providing relevant knowledge and resources by connecting mentors and industry experts from relevant public or private organizations
- Support to facilitate innovators in R&D by providing lab and testing facilities collaborating with partners and relevant government and private organization
- Support to monitor the project's implementation including site visits, progress report reviews, and assessments of project outcomes
- Assist in conducting in-depth analysis of project requirements, technical specifications, and relevant data collaborating with the research and development teams
- Assist to facilitate innovators in commercial product design by working closely with cross-functional teams, mentors, and industry experts
- Provide support to facilitate vendors in redesigning, customization, feature development, content writing, backend functional development, and server-related management of the iLab portal
- Provide support in facilitating different types of youth initiative events such as Innov-a-thon, Challenge Fund, Innovation Summit, International Conference, etc.
- Maintain liaison & communication with different Ministries/Division, Govt. officials, and stakeholders to support and promote innovation
- Assist in finding partnerships with National/International Organizations to establish collaborative initiatives matching mutual goals and objectives
- Assist in organizing events, activation, seminars, workshops, road-show, and other business development activities to promote innovations
- Support to identify potential sources of funds for fundraising of the AIF Funded Projects
- Assist in establishing partnerships with the industry to commercialize innovations
- Assist to ensure administrative and logistical support as per requirements from the project management

Technical Competencies

1. Innovation Management:

- Ability to facilitate innovation and challenge competitions, hackathons, and accelerator programs.
- Understanding of global best practices in fostering innovation ecosystems.

2. Research and Experimentation

- Experience in conducting research and developing experimental frameworks for innovative solutions.
- Familiarity with methodologies for problem-solving, such as Design Thinking, Lean Startup, or Agile.
- Capability to assess and evaluate the feasibility and impact of innovative projects.

3. Technology Application

- Proficiency in emerging technologies such as IoT, electro-mechanical devices, and renewable energy systems.
- Understanding of how technology can be leveraged to address societal challenges and improve public services.

4. Project Management

- Ability to plan, implement, and monitor innovation projects while ensuring adherence to timelines and budgets.
- Skills in preparing project proposals, managing partnerships, and tracking project progress.

5. Stakeholder Engagement and Networking

- Proven ability to engage with innovators, startups, students, and other stakeholders to foster collaboration.
- Experience in building partnerships with academic institutions, private sector entities, and government bodies.

6. Data Analysis and Reporting

- Proficiency in analyzing data to track the performance of innovation initiatives and generate insights.
- Ability to produce high-quality reports and visualizations for stakeholders.

7. Policy and Ecosystem Understanding

- Familiarity with the innovation landscape in Bangladesh, including policies and initiatives supporting startups and innovators.
- Understanding of government priorities and the socio-economic challenges of the region.

Functional Competencies

1. Creative Problem-Solving

- Strong analytical skills to identify challenges and design innovative, practical solutions.
- Ability to think creatively and out-of-the-box to address complex societal issues.

2. Facilitation and Training

- Skills in organizing and conducting workshops, training sessions, and innovation events.
- Ability to mentor and guide innovators and startups in developing and scaling their ideas.

3. Communication and Outreach

- Excellent communication skills to promote innovation activities and foster community engagement.
- Ability to prepare compelling presentations, proposals, and promotional materials for a variety of audiences.

4. Collaboration and Teamwork

- Proven ability to work effectively in cross-functional teams and multi-stakeholder environments.
- Strong interpersonal skills to build trust and maintain relationships with diverse groups.

5. Time Management and Organizational Skills

- Capacity to manage multiple projects simultaneously while meeting deadlines and maintaining quality.
- Strong organizational skills to coordinate complex innovation activities and events.

6. Adaptability and Resilience

- Ability to adapt to changing priorities and maintain focus in dynamic, fast-paced environments.
- Resilience in managing setbacks and navigating the challenges of innovation projects.

7. Results-Oriented Mindset

- Commitment to achieving measurable outcomes and creating impact through innovation initiatives.
- Ability to track progress against objectives and adjust strategies to ensure success.

Deliverables and Timeframe:

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"> • Assisted in developing 15 prototypes/Proof of Concept of the innovation • Supported in preparing 15 design documents for the funded innovations • Provided support in developing 15 progress reports of the funded projects • Provided support to 15 innovators in submitting the financial records including bills, vouchers, VAT, and tax challan of the funded innovations • Assisted in developing 15 piloting plans by the innovators • Assisted in facilitating the piloting of 8 innovation/projects • Supported developing product-market fit of the 5 funded innovation • Provided support to prepare 8 scale-up plans by the innovators • Assisted in establishing partnerships with 5 industries to commercialize innovations • Supported to signing MoU with 5 organizations 	<p>11 Months (Subject to the project’s validity period)</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 Jr. Consultant [a2i Innovation Fund (AIF)] will be paid equal installments monthly 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

II. Experience:

- At least 4 years of experience in any national/ international organization
- At least 2 years of work experience in Project Implementation