

## Section 2. Terms of Reference

### For Selection of Individual Consultant

<b>Job #</b>	N/A
<b>Job Title</b>	<b>Jr Consultant (Research)</b>
<b>No of Positions</b>	<b>1</b>
<b>Location</b>	Dhaka, Bangladesh
<b>Appointment</b>	Local Hire
<b>Job Posted</b>	TBA
<b>Closing Date</b>	TBA
<b>Language</b>	Bangla [Essential]; English [Essential]
<b>Appointment Type</b>	Time-Based. Duration: 12 months (Subject to project's validity period and 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:

The Aspire to Innovate (a2i) Programme has developed digital solutions to enhance public service protocols and created platforms to meet citizens' needs in a rapidly evolving development context. These efforts aim to support the government in fostering innovation and building institutional mechanisms to scale up initiatives for sustainable impact.

To assess the effectiveness of these digitally assisted interventions and determine whether they have met the expectations outlined in the Project Document, a comprehensive evaluation is necessary. This evaluation will also examine how lessons learned have been integrated to refine project interventions.

The Aspire to Innovate (a2i) Programme is seeking a **Junior Consultant (Research)** to support its research and analysis objectives. The incumbent will contribute to the organization's mission by enhancing its research capabilities, preparing and reviewing data analysis tables, performing data analysis, writing and reviewing reports, and maintaining communication with both internal and external stakeholders.

#### Objectives of the assignment:

The overall objective of the assignment will be the following:

- Provide support for planning and conduction of qualitative research on baseline and impact evaluation
- Assist in compiling and collating data from different sources
- Assist in producing data collection tools and guideline for questionnaire, KII, In-depth Interview, Group Discussion, case studies etc.



- Assist in preparing and review data analysis table, perform data analysis and write and review reports
- Maintain internal and external communication with stakeholders.

### **Supervision and Performance Evaluation:**

The **Junior Consultant (Research)** will be working with the Data & SDG team of Aspire to Innovate Programme. A performance evaluation will be conducted by 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:**

- Assist in planning and conducting qualitative research for baseline and impact evaluation.
- Assist in designing research methodologies and sampling techniques for qualitative studies.
- Develop data collection tools and guidelines for questionnaires, Key Informant Interviews (KIIs), In-Depth Interviews (IDIs), Focus Group Discussions (FGDs), and case studies.
- Assist in preparing and reviewing data analysis tables and performing data analysis.
- Draft and review reports based on research findings.
- Maintain internal and external communication with stakeholders.
- Support the organization of research-related meetings and workshops.
- Contribute to the development of research proposals and concept notes.
- Assist in tracking and monitoring research progress and deliverables.
- Assist in preparing presentations and visualizations to communicate research findings effectively.
- Assist in documenting lessons learned and best practices from research activities.

### **Required Competencies:**

#### **Technical Competencies**

- 1. Research Methodology Expertise:**
  - Understanding of qualitative research methods, including designing and implementing baselines and impact evaluations, as well as sampling techniques for qualitative studies.
- 2. Data Analysis Skills:**
  - Ability to analyze qualitative data using appropriate software (e.g., NVivo, Atlas.ti, SPSS) and create meaningful insights from data tables.
- 3. Survey and Interview Design:**
  - Proficiency in developing data collection tools (e.g., questionnaires, interview guides) and ensuring alignment with research objectives.
- 4. Report Writing:**
  - Strong writing skills for drafting research reports, synthesizing findings, and ensuring clarity in presenting research results.
- 5. Data Visualization:**
  - Competence in preparing visually appealing and clear presentations and visualizations to communicate findings effectively (e.g., charts, graphs, slides).
- 6. Literature Review:**
  - Competence in conducting comprehensive literature reviews to inform the design of research methodologies.
- 7. Evaluation Frameworks:**
  - Knowledge of monitoring and evaluation frameworks, including development of indicators for assessing research and program impacts.





## Functional Competencies

1. **Research Planning and Design:**
  - Ability to contribute to the design and planning of qualitative research studies, ensuring methodologies are aligned with evaluation objectives.
2. **Analytical Thinking:**
  - Strong analytical skills to interpret qualitative data, identify key themes, and summarize findings effectively.
3. **Collaboration and Stakeholder Engagement:**
  - Strong interpersonal skills to maintain professional relationships with internal teams, external stakeholders, and research participants.
4. **Presentation Skills:**
  - Competence in creating presentations and visual aids to effectively communicate research results to various audiences.
5. **Report Writing and Communication:**
  - Ability to draft clear, concise, and structured reports based on research findings, with the capacity to communicate insights to diverse stakeholders.
6. **Attention to Detail:**
  - A high level of attention to detail to ensure accuracy in data analysis, reporting, and documentation of findings.
7. **Learning and Adaptation:**
  - Ability to document lessons learned and best practices, helping to improve future research activities and methodologies.

### Deliverables and Timeframe:

The assignment will be for 12 months (Subject to project’s validity period). Completed task under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> <li>• Assisted in planning and conducting qualitative research for baseline and impact evaluation under the guidance of senior team members.</li> <li>• Supported the design of research methodologies and sampling techniques for qualitative studies.</li> <li>• Supported in developing data collection tools and guidelines for questionnaires, Key Informant Interviews (KIIs), In-Depth Interviews (IDIs), Focus Group Discussions (FGDs), and case studies.</li> <li>• Supported in preparing and reviewing data analysis tables, assisting in performing data analysis.</li> <li>• Drafted sections of research reports based on findings, ensuring clarity and proper structure.</li> <li>• Provided logistical support in organizing research-related meetings and workshops.</li> <li>• Contributed to the development of 10 research proposals and concept notes, providing assistance in preparation.</li> <li>• Assisted in tracking and monitoring research progress, ensuring deadlines and deliverables were met.</li> <li>• Assisted in documenting lessons learned and best practices from research activities for future reference.</li> </ul>	<p>12 Months (Subject to project’s validity period)</p>



The incumbent will perform other related duties and responsibilities as and when required and assigned by the Project Authority. The incumbent should function as an effective team member.

Payment: The Consultant 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 degree in any discipline from any reputed Public/ Private University.

**II. Experience:**

- At least 4 years' experience in Private/ Public organizations with Bachelors' degree.
- At least 2 years' experience in research/M&E.

