

Section 2. Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Jr. Consultant (South-South Cooperation)
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 (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:

Bangladesh has emerged as a leader in technological advancement within public services, achieving significant progress through innovative, citizen-centered approaches. This transformation has garnered international acclaim, particularly from countries in the Global South. Building on this success, the Government of Bangladesh's Aspire to Innovate (a2i) Programme has been instrumental in facilitating knowledge and technology transfer to numerous nations worldwide. Consequently, an increasing number of countries are seeking a2i's expertise, advisory support, and technical assistance.

The Aspire to Innovate (a2i) Programme is currently seeking a **Junior Consultant (South-South Cooperation)**. This role involves supporting outreach efforts to countries and organizations in the Global South for the replication of a2i's best practices and managing international projects. The consultant will play a pivotal role in promoting the exchange of knowledge and technology, thereby contributing to the global advancement of public service innovation.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support to plan, organize and conduct matchmaking workshops, events and webinars
- Support to establish the partnership with countries and organizations
- Support to facilitate the monitoring and follow-up with interested countries and organizations
- Support to facilitate country-to-country matchmaking and field visits
- Support project management related activities
- Support to facilitate the ICT Innovation Facility (I3) for replication of best practices
- Assist to manage projects on e-governance and innovation in different countries worldwide



- Proposal, concept note, report, MoU and budget development for the network
- Develop publication to promote the success and learning of the members of the SSN4PSI to the entire world.

Supervision and Performance Evaluation:

The **Junior Consultant (South-South Cooperation)** will be working with the International Cooperation 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, organizing, and conducting matchmaking workshops, events, and webinars to promote collaboration and knowledge sharing.
- Support the establishment of partnerships with countries and organizations by assisting with communication, coordination, and logistical support.
- Support in monitoring and following up with interested countries and organizations to ensure sustained engagement and progress.
- Assist in facilitating country-to-country matchmaking activities, including coordinating logistics and supporting field visits for knowledge exchange.
- Provide support in managing project-related activities, ensuring that timelines and tasks are tracked and delivered efficiently.
- Support the ICT Innovation Facility (I3) by helping to identify and document best practices for replication and assisting in the process.
- Assist in managing e-governance and innovation projects in various countries, providing operational and administrative support.
- Contribute to the development of proposals, concept notes, reports, MoUs, and budget plans for SSN4PSI initiatives and partnerships.
- Help develop publications to showcase the success stories and learning experiences of SSN4PSI members, promoting global knowledge sharing.
- Provide administrative and coordination support to ensure smooth operation of projects and initiatives within SSN4PSI.

Required Competencies:

Technical Competencies

- 1. Event Management and Coordination:**
 - Knowledge of online event management tools (e.g., Zoom, Microsoft Teams, WebEx).
 - Ability to coordinate logistics for virtual and in-person workshops, events, and webinars.
- 2. Communication and Outreach:**
 - Proficiency in written and verbal communication for drafting emails, reports, and formal proposals.
 - Familiarity with platforms for communication and outreach (e.g., email marketing tools, social media, newsletters).
- 3. Project Management:**
 - Proficiency in project management software (e.g., Microsoft Project, Asana, Trello) to monitor timelines, tasks, and progress.
- 4. Knowledge of E-Governance and ICT:**
 - Understanding of e-governance frameworks, ICT infrastructure, and digital transformation.
- 5. Proposal and Report Writing:**
 - Ability to write clear, concise proposals, concept notes, reports, and funding applications.
 - Knowledge of budget planning and resource allocation for international projects.
- 6. Administrative Support:**



- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace) for document creation, data management, and communications.
- Ability to handle travel and logistical arrangements for field visits.
- Experience in maintaining records, schedules, and databases for efficient project operations.

Functional Competencies

1. **Event Coordination:**
 - Ability to assist in planning, organizing, and executing workshops, events, and webinars, ensuring smooth logistics and timely delivery.
2. **Communication Skills:**
 - Strong verbal and written communication skills to effectively coordinate with stakeholders and support partnership development.
3. **Team Collaboration:**
 - Ability to work well within a team environment, contributing to group tasks and supporting colleagues in the achievement of project goals.
4. **Time Management:**
 - Ability to handle multiple tasks and prioritize duties to ensure timely completion of project-related activities and deadlines.
5. **Monitoring and Reporting:**
 - Support in tracking project milestones, providing regular updates, and ensuring follow-ups are completed as needed.
6. **Document Management:**
 - Competency in assisting with the preparation of proposals, reports, MoUs, and budget plans, ensuring documents are clear and accurate.
7. **Attention to Detail:**
 - Ability to maintain accuracy and precision in administrative tasks, document preparation, and project management.

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"> ● Assisted in planning, organizing, and conducting 5 matchmaking workshops, events, and webinars to promote collaboration and knowledge sharing. ● Assisted to establish 10 new partnerships with countries and organizations by providing communication, coordination, and logistical support. ● Supported in monitoring and following up with 20 interested countries and organizations, ensuring sustained engagement and progress. ● Assisted in tracking and ensuring the timely completion of 15 project-related activities, managing schedules and milestones. ● Contributed to documenting and identifying 10 best practices for replication through the ICT Innovation Facility (I3). ● Provided operational and administrative support for 7 e-governance and innovation projects, ensuring smooth execution. ● Contributed to the development of 5 proposals, concept notes, reports, MoUs, and budget plans for SSN4PSI initiatives. ● Assisted in developing 3 publications that highlighted the success stories and learning experiences of SSN4PSI members. 	<p>12 Months (Subject to project’s validity period)</p>



<ul style="list-style-type: none"> • Provided administrative and coordination support for 10 SSN4PSI projects and initiatives, ensuring their smooth operation. 	
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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 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 programme/project implementation.

