

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

Job #	N/A
Job Title	Sr. Consultant (a2i Innovation Fund)
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: 9 months (Subject to the date of joining and duration of the project. 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:

The a2i (Aspire to Innovate) Programme, under the Government of Bangladesh, is a flagship initiative focused on transforming public service delivery through innovation, digital technologies, and citizen-centric approaches. Established to ensure accessible, inclusive, and efficient public services, a2i strives to enhance governance by fostering a culture of innovation within public institutions and encouraging the use of technology to improve the quality of life for all citizens.

As Bangladesh continues to make strides towards digital transformation, the need for creative solutions to tackle the complex challenges facing government services or industries has never been more critical. The Innovation department of a2i will be at the forefront of this transformation, responsible for driving a vision of public sector modernization and innovative solutions for the industries by leveraging cutting-edge technologies, innovative service delivery models, and new ways of engaging citizens.

'Aspire to Innovate (a2i) Programme' is looking for a **Sr. Consultant (a2i Innovation Fund)** who will work closely with key government agencies, international partners, universities and other stakeholders to identify opportunities for innovative solutions, encourage knowledge exchange, and help implement pilot projects that have the potential to make a tangible impact on the lives of citizens. This position plays a critical role in positioning Bangladesh as a leader in digital governance in the region and ensuring that innovation is central to the country's development agenda.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Plan and draft the AIF yearly plan, policies, rules and regulations.
- Lead to ensure the selection of ideas, startups, innovators, and entrepreneurs for fund support.
- Lead to perform due diligence, investment risk and return analysis, and overall fund management activities of the project;

- Develop programs and activities to attract investments from private and public sources for the innovators;
- Collaborate with different committees to advise, evaluate and monitor startups before and after support;
- Lead to mentor, train, groom, incubate and perform investment matchmaking for innovation-funded projects.

Supervision and Performance Evaluation:

The **Sr. Consultant (a2i Innovation Fund)** will be working with the Center of Innovation cluster of the Aspire to Innovate (a2i) Programme. A performance evaluation will be conducted by the project authority of a2i. 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:

1. Strategic Leadership:

- Develop and implement an innovation strategy for the Government of Bangladesh, aligning it with the long-term plan of the country.
- Champion a culture of innovation within the organization, in the Government organizations and the Universities by encouraging creative thinking and risk-taking.
- Monitor global innovation trends, new technologies, and market dynamics to keep the organization at the forefront of innovation in Bangladesh.

2. Innovation Portfolio Management:

- Oversee the management of a2i-funded innovation projects from inception to completion.
- Lead the creation and execution of pilot programs for new services, products, or business models.
- Foster partnerships with stakeholders, governmental agencies, tech firms, universities, and startups.

3. Research and Development (R&D):

- Drive research and development efforts with the Universities to explore new technologies and business models.
- Conduct market and technology feasibility assessments for innovations.

4. Collaboration and Team Leadership:

- Build and lead a cross-functional team responsible for delivering innovation initiatives.
- Provide mentorship and coaching to a2i and government officials to build capabilities in innovation management.
- Standardize and update clear processes for idea generation, evaluation, and scaling.

5. Monitoring and Evaluation:

- Track the progress and impact of innovation initiatives, measuring success against established KPIs.
- Prepare regular progress reports for senior management and stakeholders.
- Suggest and implement improvements based on the evaluation results.

6. Budget and Resource Management:

- Oversee the innovation budget, ensuring resources are allocated efficiently.
- Monitor expenditures related to innovation projects, ensuring cost-effective implementation.

Required Competencies:

Technical Competencies

1. Digital Transformation and E-Governance Expertise:

- Deep understanding of digital government frameworks, including the integration of e-government platforms, digital services, and smart governance solutions.
- Expertise in digital transformation, particularly in the public sector, with knowledge of how to modernize legacy systems and implement digital solutions that improve public service delivery.

2. Emerging Technology Integration:

- Proficiency in identifying, testing, and integrating emerging technologies such as Artificial Intelligence (AI), Blockchain, Internet of Things (IoT), Data Analytics, and Machine Learning into innovation projects.
- Experience with the development, deployment, and scaling of technology-driven solutions that drive efficiency, enhance transparency and improve citizen engagement.

3. System Design and Architecture:

- Ability to design and oversee the development of scalable, secure, and efficient technology systems that support innovative initiatives.
- Expertise in systems integration, ensuring seamless coordination between various government departments, external stakeholders, and technology platforms.

4. Innovation Methodologies and Frameworks:

- Experience in applying these methodologies to generate, prototype, test, and scale innovative ideas in real-world settings.
- Ability to facilitate innovation workshops and design sprints to foster creativity and encourage collaborative problem-solving.

5. Business Process Automation (BPA):

- Experience in identifying opportunities for process automation within public services to enhance efficiency, reduce costs, and improve service quality.
- Familiarity with workflow automation and the integration of automated processes with legacy systems.

6. User Experience (UX) and User Interface (UI) Design:

- Technical understanding of UX/UI principles and tools to ensure that digital solutions are intuitive, user-friendly, and accessible to diverse populations.
- Experience working with design teams to prototype, test, and refine digital services based on user feedback and usability testing.
- Knowledge of accessibility standards and the ability to implement inclusive design practices for digital government services.

7. API and Software Development:

- Knowledge of Application Programming Interfaces (APIs) and their role in connecting disparate systems, platforms, and data sources within the public sector.
- Familiarity with software development lifecycles (SDLC) and the ability to manage the technical aspects of software design, development, and deployment.
- Experience in leading or overseeing the development of software solutions, from custom applications to integrated platforms that support innovation efforts.

8. Artificial Intelligence (AI) and Machine Learning (ML):

- Deep understanding of AI and ML technologies, including their applications in government service delivery, predictive analytics, and decision-making processes.
- Experience in integrating AI-driven systems into public sector processes, such as chatbots, automated decision-making, or predictive resource allocation.

Functional Competencies

1. Innovation Strategy Development:

- Ability to define and implement a clear, actionable innovation strategy that aligns with the country's goals and mission.
- Skill in prioritizing innovation initiatives based on their potential impact, feasibility, and alignment with national and organizational priorities.
- Proficiency in developing roadmaps and action plans for the scaling of successful innovation pilots into sustainable programs.

2. Project and Program Management:

- Expertise in managing innovation projects from concept to implementation, ensuring they are delivered on time, within scope, and on budget.
- Strong understanding of project management methodologies to deliver high-quality, scalable innovation solutions.
- Ability to track project progress, manage risks, and ensure that innovation initiatives meet set goals and outcomes.

3. Public Sector Innovation and Digital Transformation:

- Deep knowledge of how to innovate within the public sector, including navigating bureaucratic structures, regulatory frameworks, and inter-agency collaboration.
- Understanding of digital governance tools, e-government solutions, and emerging technologies (e.g., AI, IoT, blockchain) to drive public sector transformation.
- Experience in designing and implementing citizen-centric services that leverage digital technologies for better public service delivery.

4. Research and Trend Analysis:

- Strong ability to monitor global trends, industry best practices, and emerging technologies to ensure the organization remains at the cutting edge of innovation.
- Proficiency in conducting market and technological research to inform innovation strategies and anticipate future needs or disruptions.

5. Stakeholder Engagement and Partnership Building:

- Expertise in building strong relationships with internal and external stakeholders, including government ministries, NGOs, private sector organizations, universities and international donors.
- Skill in facilitating collaborations, partnerships, and networks that promote knowledge sharing and the scaling of innovation initiatives.

6. Communication and Advocacy:

- Excellent verbal and written communication skills, with the ability to present complex ideas and results to both technical and non-technical stakeholders.
- Skilled in conducting workshops, seminars, and presentations to promote innovation and share knowledge across the organization and external networks.

Deliverables and Timeframe:

The assignment will be for 9 months (Subject to the duration of the project and date of joining). Completed tasks under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> ● Develop and finalize a comprehensive National Innovation Strategy and a roadmap for a2i, focusing on key areas such as digital government, citizen engagement, university-industry collaboration and the adoption of emerging technologies. ● Activate 20 innovation hubs in 20 universities to ensure the innovation culture within the universities. ● Establish partnerships with at least 5 key stakeholders - government agencies, private sector partners, international organizations, or tech startups - to support innovation initiatives. ● Implement training and capacity-building programs for government officials and other relevant stakeholders on topics such as innovation management, digital governance, and emerging technologies. ● Develop and implement a monitoring and evaluation framework to track the impact and progress of innovation projects using data analytics, performance metrics, and citizen feedback. ● Roll out a set of digital governance tools (e.g. e-participation platforms) aimed at enhancing public service delivery and increasing citizen engagement. ● Launch citizen-focused innovation initiatives such as digital platforms for public feedback, crowdsourcing ideas for government improvement, or apps for better citizen-government interaction. ● Compile and submit an annual report on innovation activities that includes key achievements, challenges faced, lessons learned, and recommendations for future innovations within both the public and private sectors. ● Launch 10 innovations from the universities providing seed funding from the a2i innovation fund. 	<p>9 months (Subject to the duration of the project and date of joining)</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 **Sr. Consultant (a2i Innovation Fund)** will be paid in equal instalments monthly upon completion of the above deliverables.

Requirements for Experience and Qualifications:

I. Academic Qualifications:

- Minimum Bachelor's degree in any subject from any reputed Public/Private University

II. Experience:

- At least 12 years of work experience in any national/international organization with a Bachelor's degree.
- At least 10 years of work experience working in the Private/ Public sector with a Master's degree.
- At least 5 years' work experience in project management/ innovation management/venture capital