

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

Job #	N/A
Job Title	Jr. Consultant (Accessibility)
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: 10 months (Subject to the date of joining and project duration. 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 Aspire to Innovate (a2i) Programme is dedicated to fostering inclusivity in Bangladesh's digital landscape, with a strong focus on ensuring accessibility for all, particularly persons with disabilities. In an era where reliance on digital services and products is ever-growing, it is crucial that everyone, regardless of their physical abilities, can fully participate in and benefit from the digital ecosystem.

To address this, a2i has embarked on a strategic initiative aimed at enhancing the accessibility of digital services and products. This initiative aligns with global accessibility guidelines and ensures that all digital offerings are inclusive and usable by persons with disabilities. The programme adopts a hands-on, action-oriented approach to solving the critical challenges faced by this community, with a vision of leaving no one behind.

Aspire to Innovate (a2i) Programme is looking for a **Jr. Consultant (Accessibility)** to assist the **disability innovation team** who will play a pivotal role in ensuring that digital services and products are accessible to all, especially persons with disabilities. The Jr. consultant will provide technical support and assistance to ensure that a2i's innovative projects adhere to best practices for accessibility and inclusivity. In addition, the Jr. consultant will be responsible for assisting in developing inclusive policies and standards that will institutionalize accessibility across a2i's initiatives.

Objectives of the assignment:

- Conducting accessibility audits of digital platforms, including websites and e-services, to assess compliance with accessibility standards.

- Preparing comprehensive accessibility reports, articles, blogs, and social media content to raise awareness and advocate for digital inclusion.
- Providing technical assistance to web and e-service developers to enhance accessibility features.
- Assisting in the planning and execution of training sessions, workshops, and seminars on disability inclusion and accessibility.
- Supporting initiatives to promote and integrate assistive technologies.
- Contributing to the development of manuals and guidelines on digital accessibility best practices.
- Strengthening collaboration with Organizations of Persons with Disabilities (OPDs) and other key stakeholders to advance digital accessibility efforts.

Supervision and Performance Evaluation:

The **Jr. Consultant (Accessibility)** will work with the Disability Innovation team of Aspire to Innovate Programme. The project authority, a2i, will conduct a performance evaluation. After the contract period, the contract's continuation will depend upon satisfactory performance and the availability of funds.

Scope of work, Duties and Responsibilities:

- Assist to develop comprehensive accessibility reports following each audit, outlining findings, recommendations, and action plans.
- Support to ensure content is accessible, following best practices in accessible writing (e.g., clear language, proper formatting, etc.).
- Prepare training materials, presentations, and exercises that help build awareness about the needs of users with disabilities.
- Coordinate with relevant experts to ensure that sessions are comprehensive, up-to-date, and actionable.
- Support to promote and encourage participation in these events to increase understanding and knowledge of digital accessibility.
- Assist to provide research and insights on the latest assistive technologies and how they can be used to improve accessibility.
- Support to collaborate with organizations that specialize in assistive technologies to identify opportunities for integration.
- Assist to educate stakeholders on how assistive technologies can enhance the accessibility of digital platforms.
- Support the evaluation of websites and e-services to assess accessibility compliance with national & international standards
- Contribute to the development of accessibility reports, articles, blogs, and social media content to promote digital inclusion.
- Assist developers and IT teams in implementing accessibility improvements and integrating assistive technologies.
- Help organize and conduct training sessions, workshops, and awareness programs on disability inclusion and accessibility.
- Aid in drafting accessibility manuals, guidelines, and policies to ensure organizations adopt best practices in digital accessibility.
- Maintain communication and coordination with Organizations of Persons with Disabilities (OPDs), government agencies, and other relevant stakeholders.

- Contribute to research activities and initiatives that promote evidence-based policymaking and awareness in digital accessibility.

Required Competencies:

Technical Competencies

- Familiarity with Web Content Accessibility Guidelines (WCAG) and foundational accessibility principles.
- Basic experience with screen readers (e.g., NVDA, JAWS), magnifiers, speech recognition tools, and keyboard-only navigation.
- Ability to conduct basic accessibility tests using automated tools and manual techniques under guidance.
- Awareness of how to design digital products that are accessible to users with diverse abilities.
- Basic understanding of mobile accessibility best practices for applications and websites.
- Knowledge of how semantic HTML, proper heading structures, and color contrast affect accessibility.
- Understanding of national and international accessibility standards and legal requirements.
- Ability to assist in conducting accessibility audits and contribute to reports with findings and recommendations.

Functional Competencies

- Ability to support the development and implementation of accessibility initiatives aligned with organizational goals.
- Capacity to assist in delivering training sessions and workshops on accessibility best practices.
- Ability to identify and assist in addressing accessibility challenges across digital platforms.
- Strong verbal and written communication skills to advocate for accessibility and assist in preparing guidelines and documentation.
- Familiarity with global and local accessibility regulations, with the ability to support organizations in adopting inclusive policies.

Deliverables and Timeframe:

The assignment will be for 10 months (Subject to the date of joining and project duration). Completed task under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> • Support the creation of a strategic plan that outlines key actions for promoting digital accessibility and inclusion. • Contribute to 10 accessibility audits on various digital services and products, assist in preparing reports, and provide technical support to developers for improving accessibility. • Assist in preparing a draft report incorporating best practices for accessibility compliance. 	<p>10 months (Subject to the date of joining and project duration)</p>

<ul style="list-style-type: none"> • Support the drafting and refinement of five concept papers, ensuring they address key aspects of digital accessibility and inclusion. • Assist in Developing Training Modules <ul style="list-style-type: none"> • Digital Awareness Training for stakeholders • Digital Literacy Training for persons with disabilities • Digital Accessibility Training for Computer Science students • Support the facilitation of at least 8 training sessions with relevant stakeholders. 	
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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 (Accessibility) will be paid equal instalments on monthly basis 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 University

II. Experience:

- At least 4 years of experience in any national/ international organization
- At least 2 years' experience of e-service/ project implementation