

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

Job #	N/A
Job Title	Jr. Consultant (Partnership & Outreach)
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:

Digital Financial Service has the potential to create opportunities for greater financial inclusion and expansion of basic financial services in all over the country. DFS can be used as a powerful mean to provide access to financial services to the unreached citizens and contribute in achieving goals of providing universal access to financial services. The Digital Financial Service (DFS) Lab of Aspire to innovate (a2i) program is leading a platform/ channel agnostic, citizen centric approach to building an inclusive digital financial ecosystem by revitalizing the innovations in digital financial services agenda. DFS lab developed a Government Payment platform to bring together all the stakeholders in a single window to come up with a proper payment solution at a lower transaction cost. This is an integrated payment platform with the integration of all the payment channels and incorporation with multiple service providers for payment of bills under a single window.

‘Aspire to Innovate (a2i) Programme’ is looking for a **Jr. Consultant (Partnership & Outreach)** who will provide support in implementation of payment platform for Utility, education, e-Service and local government service with partnership onboarding and coordination with relevant public and private agencies to bring them in the payment platform.

Objectives of the assignment:

The overall objective of the assignment will be the following:

- Support to design and implements new features for P2G payment platform;
- Support to create partnership with different Utility service providers, Education boards, Municipal Corporation, and different Government agencies.
- Familiarize relevant government agencies about electronic payments for government fees and other collection.

- Maintain regular liaison with partners and stakeholders for smooth implementation of the programs.
- Assist to develop new partnership with different financial services providers, National and international organizations for P2G payment platform.
- Provide assistance and necessary implementation support for electronic payment
- Support to ensure countrywide implementation for electronic payment system for P2G and G2P payment services
- Conduct workshop, dialogue and seminars for relevant stakeholder including government agencies, financial services providers, donors etc.

Supervision and Performance Evaluation:

The **Jr. Consultants (Partnership & Outreach)** will be working with the Digital Financial Service team of 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:

- Support to design and implements new features for P2G payment platform;
- Create partnership with different Utility service providers, Education boards and Institutions, Municipal Corporation, Financial service providers and different Government agencies.
- Familiarize relevant government agencies about digital payments for government fees and other collection.
- Maintain regular liaison with partners and stakeholders for smooth implementation of the payment platform.
- Coordinate with relevant agencies, financial services providers and other relevant stakeholder
- Provide assistance and necessary implementation support for digital payment
- Ensure countrywide implementation for digital payment platform for payment services
- Conduct workshop, dialogue and seminars for relevant stakeholder including government agencies, financial services providers, donors etc.
- Design and prepare relevant documents and logistics for different workshop, meetings and discussion on digital payment and payment platform eipay
- Assist to develop new partnership with different financial services providers, National and international organizations for P2G payment platform.
- Assist to develop campaign design/plan for P2G payment platform with digitalization payment.
- Develop plan and ensure proper execution of the campaign plan and awareness program at the field level.

Required Competencies:

Technical Competencies:

- Knowledge of digital payment platforms, particularly P2G (Person-to-Government) and G2P (Government-to-Person) systems.
- Experience in creating partnerships with utility service providers, educational institutions, and government agencies.
- Familiarity with digital financial services (DFS) and their integration into payment platforms.
- Proficiency in designing and implementing new features for digital payment systems.
- Understanding of financial inclusion initiatives and their impact on underserved populations.

Functional Competencies:

- Strong partnership development and stakeholder management skills.
- Ability to design and execute awareness campaigns for digital payment platforms.
- Excellent communication skills for liaising with government agencies, financial service providers, and donors.
- Problem-solving skills to address challenges in payment platform implementation.
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously.

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">• Analyze and prepare a priority service list for P2G and P2B services to integrate with payment platform.• Assist to develop partnership with 35+ Government Agencies, private organisations and financial service providers for Payment platform.• Support to integration 80+ payment service for ekpay payment platform.• Completion of 20+ Memorandum of Understanding (MoU) and Service Level Agreement (SLA) with relevant stakeholders for implementations of P2G Payment platform.• Coordinate with 20+ relevant agencies, financial service providers, other relevant partner's and stakeholders for smooth implementation of the platform.• Arrange and facilitate training sessions and workshops for government officials, other agencies and ekpay agents on digital payment.• Develop 01 campaign design/plan for P2G payment platform and digital payment and ensure proper execution of the campaign plan at the field level.• Contribute in liaising with different stakeholders and donors to create more enabling environment for digital financial inclusion• Assist DFS team in preparing promotional materials for national and international events• Ensure the monitoring ekpay wallet and regular coordination with the digital center, Village booth entrepreneurs and individual agent for onboard to ekpay bill pay Solutions.• Provide support to identify potential areas of ekpay and define the scope of work for those areas.	10 months (Subject to the date of joining and project duration)

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 (Partnership & Outreach) 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 public/ private organizations.
- At least 2 years' experience in the area of Digital Payment/Digital Finance.