

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

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|----------------------------|---|
| <b>Job #</b>               | N/A   |
| <b>Job Title</b>           | <b>Jr. Consultant (Programme Management)</b>  |
| <b>Number 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: 11 months (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 works closely with various government ministries, divisions, departments, and development partners to design, implement, and monitor national reform and innovation initiatives. Effective programme management, documentation, coordination, and reporting are critical to ensuring successful implementation and accountability.

**Aspire to Innovate (a2i) Programme** is looking for a **Jr. Consultant (Programme Management)** to support programme coordination, documentation, planning, reporting, and stakeholder engagement across a2i components. The assignment will contribute to strengthening programme management processes, ensuring timely reporting, and maintaining alignment with Government and development partner requirements.

**Objectives of the assignment:**

- Support the documentation process including drafting, editing, and formatting of reports and plans.
- Assist with research, data collection, and administrative coordination.
- Support to coordinate with technical teams and clusters to track project outputs and milestones.
- Provide logistical and event support for training, consultations, and workshops.
- Assist to liaise with the various components within a2i to distil the outcomes and outputs for the TAPP.
- Support to maintain effective linkages with current and potential development partners.

- Support timely programme reporting and compliance by consolidating inputs across components in line with Government and Development Partner requirements.

### **Scope of work, Duties and Responsibilities:**

**The assignment will focus on the following areas and activities:**

**The Junior Consultant (Programme Management) will undertake the following key responsibilities:**

- Support drafting, editing, formatting, and finalization of programme documents, reports, plans, and presentations.
- Assist in preparation, review, and updating of TAPPs/DPPs and related programme documentation.
- Coordinate with a2i components to collect, consolidate, and synthesize programme inputs and outputs.
- Support research, data collection, and compilation of programme-related information.
- Assist in tracking project activities, outputs, milestones, and deliverables across components and clusters.
- Support consolidation of inputs for timely programme reporting in line with Government and Development Partner requirements.
- Assist in preparing periodic progress reports in Bangla and English.
- Support development and maintenance of programme document repositories and knowledge management systems.
- Assist in organizing PSC, PIC, and other strategic coordination meetings.
- Prepare meeting agendas, briefing notes, minutes, resolutions, and follow-up action trackers.
- Provide logistical and coordination support for trainings, consultations, workshops, and events.
- Assist in liaising with technical teams and programme clusters for coordination and information flow.
- Support alignment of programme documentation with GoB rules, policies, and donor compliance requirements.
- Assist in maintaining version control and consistency across programme documents.
- Support communication and coordination with current Development Partners.
- Assist in preparing partnership-related briefs, presentations, and communication materials.
- Contribute to identification and documentation of process improvements and good practices.
- Perform any other programme-related duties as assigned by the Programme Management team.

### **Required Competencies:**

#### **Technical Competencies:**

##### **1. Project Documentation & Proposal Development**

- Proficiency in drafting, reviewing, and aligning key project documents, including TAPPs, RTAPPs, Project Documents, MoUs, and strategic reports.
- Ability to compile objectives, scope, budgets, workplans, methodologies, and other required content in prescribed GoB formats.
- Understanding of the development project lifecycle, project formulation standards, and templates.

## 2. Operational & Administrative Support

- Experience in preparing routine correspondence, meeting agendas, briefs, and reports in both Bangla and English.
- Ability to organize high-level meetings, workshops, and conferences with government and development partners.
- Skills in handling project logistics, official travel arrangements, and documentation management.
- Familiarity with archiving, cataloging, and document management tools, including confidential record-keeping.

## 3. Work Plan, Monitoring & Reporting Support

- Ability to prepare Annual Work Plans (AWP) and Revised AWP according to organizational requirements.
- Basic understanding of output indicators, milestones, implementation planning, and monitoring & evaluation frameworks.
- Skilled in synthesizing project data and drafting clear progress and results reports.

## 4. Government & Donor System Management

- Working knowledge of ADP/RADP Management System, PMIS, IMED reporting tools, and other GoB/donor portals.
- Ability to update databases, extract reports, and ensure accurate information flow across systems.

## 5. Financial Management, Budget Monitoring & Compliance

- Understanding of financial compliance, GoB financial rules, and UNDP financial policies.
- Ability to support audit processes, bill scrutiny, expenditure checking, and documentation preparation.
- Skills in maintaining financial logs, reconciliations, cash flow monitoring, petty cash management, and fund transfers.
- Ability to track budget allocations, commitments, and expenditure trends, identify variances, and support corrective actions.

## 6. Resource Mobilization, Risk Planning & Knowledge Management

- Familiarity with preparing resource mobilization strategies, risk assessment frameworks, and mitigation planning.
- Capacity to support process documentation, develop repositories, and contribute to institutional knowledge preservation.

## **Functional Competencies:**

### 1. Communication & Coordination

- Strong verbal and written communication skills with the ability to draft reports, letters, and meeting minutes.
- Ability to maintain coordination with government officials, stakeholders, and internal teams.
- Skilled in professional correspondence and maintaining good working relationships in both Bangla & English.

### 2. Planning & Organizing

- Ability to prioritize tasks, manage multiple deadlines, and maintain structured documentation.
- Strong organizational skills to support events, logistics, and project schedules.

### 3. Problem-Solving & Analytical Thinking

- Ability to identify issues during audits, reporting, or day-to-day operations and propose practical solutions.
- Analytical mindset to interpret project financial data, budgets, and compliance reports.

### 4. Attention to Detail

- High accuracy in data entry, document preparation, financial review, and system updates.
- Ability to ensure compliance and minimize errors in documents and financial records.

### 5. Teamwork & Collaboration

- Ability to work closely with supervisors, consultants, project teams, and external partners.
- Strong collaborative mindset with willingness to support cross-functional activities.

### 6. Adaptability & Learning

- Ability to quickly learn GoB/UNDP templates, processes, systems, and compliance requirements.
- Flexible in adjusting to evolving organizational needs, new reporting mechanisms, or system updates.

### 7. Confidentiality & Integrity

- Demonstrates transparency, ethical conduct, and responsibility in handling sensitive and confidential project documents.
- Ensures adherence to organizational rules, compliance standards, and audit requirements.

## Supervision and Performance Evaluation:

The **Jr. Consultant (Programme Management)** will be working with the **Programme Management** team of the Aspire to Innovate Programme. A performance evaluation will be conducted by the project authority, a2i. After 11 months of the contract period, further continuation of the contract will depend upon the satisfactory performance and availability of funds.

## Deliverables and Timeframe:

The assignment will be for 11 months. Completed tasks under each area and activity will be as follows:

| Deliverables   | Timeline  |
|--|-----------|
| <ul style="list-style-type: none"><li>• Assist to organize 06 strategic internal meetings with a2i teams and management.</li><li>• Provide necessary support for arranging 04 high-level coordination meetings with Cabinet Division, ICT Division, UNDP, and other development partners.</li><li>• Prepare agendas, briefing notes, minutes, resolutions, and follow-up trackers for all meetings.</li><li>• Drafted 05 comprehensive progress reports on project activities, outputs, and results in Bangla and English.</li><li>• Draft, edit, format, and finalize TAPPs, DPPs, MoUs, and other programme-related documents.</li><li>• Develop and maintain a repository of project reports, strategic documents, and knowledge management materials.</li><li>• Organize 03 workshops on process documentation, knowledge management, and programme coordination for staff and clusters.</li></ul> | 11 months |

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|--|--|
| <ul style="list-style-type: none"> <li>• Execute the completion and submission of the MoU according to SLA/SOP requirements.</li> <li>• Coordinate with a2i teams and clusters to track project outputs, milestones, and KPIs.</li> <li>• Support timely consolidation of inputs for programme reporting, donor compliance, and maintaining effective linkages with current and potential development partners.</li> </ul> |  |
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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 **Junior Consultant** will be paid equal instalments on a monthly basis upon completion of the above deliverables.

**Reports:**

The incumbent will be paid on deliverables basis. The incumbent will be delivered in monthly instalments after completing each deliverable.

**Duty Station:** Dhaka, Bangladesh.

**Requirements for Experience and Qualifications:**

**Academic Qualifications:**

- Minimum Bachelor's Degree in any discipline from any reputed public/private University.

**Experience:**

- At least 4 years of working experience in national/ international organizations.
- At least 2 years' experience in project management/ implementation.