

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

<b>Job #</b>	N/A
<b>Job Title</b>	<b>Jr. Consultant (Software Engineer)</b>
<b>Number of Positions</b>	1
<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 supports the Government of Bangladesh's mission to transform service delivery through the design, development, and deployment of innovative, citizen-focused digital platforms. Many of these initiatives require skilled software engineers to support the development, integration, and maintenance of enterprise-scale applications for public service delivery.

**Aspire to Innovate (a2i) Programme** is looking for a **Jr. Consultant (Software Engineer)** who will assist in the design, development, and testing of applications, ensuring that software is reliable, secure, and aligned with government digital transformation goals. The role involves collaborating with senior developers, architects, and other technical teams, as well as participating in troubleshooting and post-deployment maintenance.

**Objectives of the assignment:**

- Assist in the design, development, testing, and deployment of software applications and modules supporting government digital services.
- Conduct requirement gathering and analysis to understand project goals and deliverables.
- Write clean, efficient, and maintainable code following established coding standards and best practices.
- Collaborate with senior developers, architects, and cross-functional teams to integrate software components and APIs.
- Support troubleshooting, debugging, and resolving software defects and issues.
- Contribute to the preparation of technical documentation including design specifications, user manuals, and test cases.

- Assist in conducting unit testing and support quality assurance activities to ensure software reliability and performance.
- Provide support for software deployments and post-deployment maintenance activities.

### **Supervision and Performance Evaluation:**

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

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

- Assist in requirement gathering, system analysis, and architectural design for new and existing applications.
- Participate in the development of software modules and applications.
- Write and maintain application code following best practices.
- Conduct unit tests and support QA teams during integration testing.
- Collaborate with database and infrastructure teams for application deployment.
- Provide technical support during and after deployment phases.
- Participate and support in integration work.
- Troubleshoot, debug, and optimize applications for performance, security, and reliability.
- Maintain documentation for developed systems and modules.

### **Relevant Competencies:**

#### Technical Competencies:

- Proficiency in at least one modern programming language.
- Understanding of software design principles and database systems.
- Familiarity with version control systems and basic testing methods.

#### Functional Competencies:

- Problem-solving skills and attention to detail.
- Ability to work collaboratively within a team.
- Strong communication and time management skills.

### **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>Submit requirement gathering and analysis reports for each assigned software project/module.</li> <li>Deliver designed and developed software modules that meet functional specifications and pass code review with <math>\geq 90\%</math> compliance to coding standards.</li> <li>Submit unit test results showing <math>\geq 85\%</math> code coverage for developed components.</li> <li>Provide integration documentation for software components and APIs developed or modified.</li> <li>Submit troubleshooting and defect resolution logs within agreed timelines for all assigned issues.</li> <li>Prepare and submit technical documentation, including design specifications, user manuals, and test cases, for each completed software deliverable.</li> <li>Support QA activities by providing test builds and fixing identified issues, with <math>\geq 95\%</math> of critical defects resolved before deployment.</li> <li>Provide deployment support reports and post-deployment maintenance logs for assigned releases.</li> </ul>	11 months

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 Consultant will be paid 11 months equal instalments on a monthly basis upon completion of the above deliverables.

#### **Requirements for Experience and Qualifications:**

##### **Academic Qualifications:**

- Minimum Bachelor's degree in Computer Science/ Computer Engineering, or relevant technical/engineering discipline from a recognized public or private university.

##### **Experience:**

- Minimum 4 years of experience in national or international organizations.
- At least 2 years in software design and development, database systems and testing of enterprise level software system.