

**Enhancing Digital Government & Economy Project
Bangladesh Computer Council (BCC)
Information and Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology
ICT Tower, Plot # E-14/X, Agargaon, Dhaka-1207,
Bangladesh**

**Terms of Reference
For
Project Associate
(Contract Package No. EDGE-IC41A)**

March 2023



Terms of Reference for Consulting Services

Project Associate (Contract Package No. EDGE-IC41A)

1. BACKGROUND

The People's Republic of Bangladesh has received for a Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the Enhancing Digital Government and Economy (EDGE) Project, being implemented by the Bangladesh Computer Council (BCC). BCC intends to apply part of the IDA Credit for procuring the services of Project Associates for its Project Implementation Unit (PIU).

The project's overall objective is to improve the efficiency and cybersecurity of the digital economy, and increase digitally enabled employment and raise revenues of the IT industry.

The Project consists of four (4) major components to be implemented by BCC:

Component 1: Enabling Environment for Digital Economy. The key tasks under this component are:

- ICT Governance and Sustainability;
- Change and Stakeholder Management; and
- Digital Leadership Academy (DLA).

Component 2: Public Sector Support for Digital Economy. The key tasks under this component are:

- Cloud Platform (CP) for Digital Economy;
- Public Sector Capacity Building; and
- Mainstreaming Bangladesh National Digital Architecture (BNDA).

Component 3: Private Sector Support for Digital Economy. The key tasks under this component are

- Digital Economy Coordination;
- Hire and Train Program for 20,000 Youth and Women;
- Strengthening and Promoting the IT / Digital Economy-Enabling Industry;
- Digitalization of Small and Medium-Enterprises (SMEs); and
- Establish Research and Innovation Centers.

Component 4: Project Management Support. This component will support BCC to manage and implement the EDGE project effectively and efficiently

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the consultancy is to provide quality support to BCC for all project-related implementation activities under the EDGE.

3. SCOPE OF SERVICES

- Assistance to facilitate and monitor project activities, working in support of and with BCC, and other relevant stakeholders.
- Assistance in drafting workplans, TORs and progress reports, supervise work of contractors/consultants for project activities.
- Monitor overall progress on achievement of results, based on the indicators.
- Provide project management, coordination and implementation reports.



- Assist the Technical Specialists in communicating and exchanging information with partners and stakeholders in the project areas.
- Assistance in compiling statistics and information from monitoring visits.
- Draft inputs, information and statistics for quarterly, annual and other reports to the BCC and World Bank.
- Provide services, within respective field of responsibility and competence, on ad-hoc basis if needed and requested by the project implementation unit.

4. QUALIFICATION and EXPERIENCE

- A bachelor's degree or equivalent qualifications in project management or related discipline.
- At least 3 years working experience in a similar position.
- Fluency in written and spoken both English and Bangla.
- Excellent ICT & computer skills.
- Strong administrative and analytical skills.
- Ability establishing and maintaining good working relationships to facilitate work goals.
- Demonstrated results-oriented approach to work.

5. REPORTING REQUIREMENT

- Monthly Activity Report.
- Final Report.

6. INSTITUTIONAL ARRANGEMENT

The Consultants will work under general supervision and guidance of the Project Director, Deputy Project Director, and the Component Leaders. He/she will report directly to the Project Director with close collaboration with other officials of the Project. The Consultants will be accountable to the Project Director for his/her day-to-day activities. The project will provide working space and office consumables for the Consultants at PIU premises in Dhaka.

7. SELECTION METHOD

Selection of the Project Associates will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers (July 2016, Revised November 2017, August 2018 and November 2020).

8. DURATION

The duration of the assignment will be 42 (forty-two) person-months. However, the duration of the assignment may be increased or reduced according to project needs and budget.

