

**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 Manager/Specialist - Center for 4IR Operational Support
(Contract Package No: EDGE-IC13A)**

March 2023



Terms of Reference for Consulting Services

Project Manager/Specialist - Center for 4IR Operational Support (Contract Package No: EDGE-IC13A)

1. BACKGROUND

The People's Republic of Bangladesh has received 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 a Project Manager/Specialist - Center for 4IR Operational Support for its Project Implementation Unit (PIU).

The project's overall objective is to create innovation eco-system and ensure 4IR technology adoption to improve productivity and service delivery and 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 establish 'Centre for the Fourth Industrial Revolution (C4IR)' under BCC.

3. SCOPE OF SERVICES

The responsibilities of the Consultants will be for, but not limited to, the following:

- Provide operational Support to establish 'Centre for the Fourth Industrial Revolution (C4IR)' in Bangladesh
- Assist to prepare plans and budget for different workshops and conference on 4IR/Innovation.
- Assist to prepare annual budget and plans for implementing the project activities in timely manner.



- Prepare administrative and financial notes/concept notes/proposals for taking approval of different events from the management.
- Provide managerial support on R&D of 4IR technologies to create innovation ecosystem throughout the country.
- Coordinate to arrange consultations/workshops related to 4IR with different ministries, industry associations and universities.
- Coordinate to provide thought leadership and advisory services to different departments/ministries, private Sectors, and universities.
- Support different departments/ministries, private Sectors, and universities to initiate 4IR projects/initiatives as pilot/prototype.
- Take initiatives to make liaison with other 'Centre for the Fourth Industrial Revolution (C4IR)' around the world.
- Provide coordination support to establish partnership with national and international partners for working on 4IR.
- Coordinate to arrange various workshops to involve global experts with different 4IR projects/initiatives in Bangladesh.
- Assist component-lead to prepare ToR and OCE (Official Cost Estimation) to onboard consulting firm for implementing different activities of the project.
- Arrange different meeting, workshop and seminar/training to position C4IR as a thought leader in Bangladesh for all sorts of 4IR issues.
- Arrange national and international conferences on 4IR as mandated by the project.
- Provide significant substantive inputs on EDGE implementation plans, including advice to the project implementation team and relevant consulting firms on their area of specialization.
- Gather technical inputs from government stakeholders and provide feedback into the BCC's planning processes.
- Assist in development of the EDGE documents with relevant consulting firms.
- Build multi-stakeholder involvement and ownership of EDGE activities.
- Ensure that all task assigned are delivered on-time, within scope and within budget.
- Ensure resource availability and allocation.
- Assist to track project performance, specifically to analyse the successful completion of short and long-term goals.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Perform any other task assigned by the Project Director / project management as and when required.

4. EDUCATION AND EXPERIENCE

- B.Sc./ B.Sc (Hons)/ B.Sc (Engineering).
- 08 years of working experience in the field of e-Governance/ICT.
- Solid organizational and multitasking skills
- Strong communication skills in presenting, discussing, and resolving difficult issues.
- Ability to work efficiently and effectively in a multidisciplinary team.

5. REPORTING REQUIREMENT

- Monthly Activity Report.
- Final Report.

6. INSTITUTIONAL ARRANGEMENT

The Consultant will work under general supervision and guidance of the Project Director. He/she will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant 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 Consultant at PIU premises in Dhaka.



7. SELECTION METHOD

Selection of the Project Manager / Specialist for the Centre for the Fourth Industrial Revolution (C4IR), Bangladesh 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.

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