

**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
Policy Development Specialist
(Contract Package No. EDGE-IC27A)**

March 2023



Terms of Reference for Consulting Services

Policy Development Specialist (Contract Package No. EDGE-IC27A)

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 a Policy Development Specialist 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 through a Policy Development Specialist. The Policy Development Specialist will provide policy advice to the relevant government and public stakeholders in their respective areas of expertise and provide policy inputs to relevant counterparts in the BCC.

3. SCOPE OF SERVICES

The specific tasks/responsibility for the Consultant are:

- Provide ICT policy and strategy advisory support to align EDGE activities with Government of Bangladesh's ICT policies.
- Participate in EDGE related policy discussions and provide recommendations for all EDGE related policy requirements.



- Support the Policy Advisor and Component Leader on communication and provide support in preparing presentations for senior government leadership.
- Support drafting changes in EDGE related policies and monitoring plans.
- Quality assurance for draft work plans, TORs and progress reports.
- Provide technical reviews and guidance for project management, coordination, and implementation reports.
- Provide services, within respective fields of responsibility and competence, on an ad-hoc basis if needed and requested by the project implementation unit.
- Perform any other task assigned by the Project Director / project management as and when required.

Education and experience

- Bachelor's degree in Computer Science, Information Security, or Information Systems Management.
- At least ten (10) years of general experience out of which four (4) years as a Policy Specialist in Government or development partner funded projects.
- Working experience in similar position with ICT and eGovernment projects will be preferred.
- Strong administrative and analytical skills.
- Strong communication skills in presenting, discussing, and resolving difficult issues.
- Ability to work efficiently and effectively in a multidisciplinary team.

4. Reporting Requirement

- Monthly Activity Report.
- Final Report.

5. 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 Policy Development Specialist 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.

