



Terms of Reference (ToR)

Procurement for Hiring a Consultation Service for an Analysis of the Current Situation Focusing on the Smart Bangladesh Agenda

Aspire to Innovate (a2i) Programme
Government of the People's Republic of Bangladesh

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Introduction

Aspire to Innovate (a2i), a whole-of-government programme of the ICT Division, supported by the Cabinet Division and UNDP, catalyses citizen-friendly public service innovations, simplifying government and bringing it closer to people. It supports the government to be at the forefront of integrating new, whole-of-society approaches to achieve a Smart Bangladesh. The project's objective is to increase transparency, improve governance, and reduce the time, difficulty, and costs of obtaining government services for the underserved communities of Bangladesh. This is to be achieved by the following three major components of the project:

Component 1: Institutionalizing Public Service Innovation and Improving Accountability.

Component 2: Catalysing Digital Financial Services and Fin-tech Innovations.

Component 3: Incubating Private Sector-enabled Public Service Innovation.

Smart Bangladesh Vision 2041 is an ambitious initiative led by the Government of Bangladesh to transform the country into a prosperous, developed nation by 2041. After accomplishing the goal of making a Digital Bangladesh the leaders of the nation were quick to get into action for the next developmental phase. Consequently, in December of 2022, the 4 pillars of SMART Bangladesh were established namely Smart Citizen, SMART Government, SMART Economy, and SMART Society.

Under each of these pillars are several developmental areas that are to be achieved in three phases, short-term by 2026, mid-term by 2031, and long-term by 2041. To achieve this goal a SMART Bangladesh Task Force was created with the Prime Minister as the chairperson and the First Task Force meeting was held on 3rd August 2023. In that meeting, 15 sub-committees were formed which are to be headed by assigned Ministry focal. These sub-committees are responsible for harnessing progress in the different thematic areas or goals to be achieved within the mentioned timelines for the SMART Bangladesh Vision to become a reality.



List of Sub- Committees formed in the SMART Bangladesh Task Force Meeting

No	Sub- Committee
1	Smart Agriculture, Climate Change, Clean Energy, Environment, and Disaster Management
2	Smart Education, Health, Skills, and Employment
3	Smart transportation
4	Smart Tax and Revenue Collection
5	Smart Financial Inclusion, Cashless Society, Trade, Investment, Small & Medium Entrepreneurs, and Business-Friendly Environment
6	Smart Land Management
7	Smart Judiciary
8	Smart Parliament
9	Smart Civil Service, and Smart Local Government
10	Zero Digital Divide, and Universal Connectivity
11	ICT Industry, Digital Commerce, Freelancing, Entrepreneurship, and Start-Up
12	Science, Technology, Innovation, Space and Geo-Spatial Technology
13	Smart Diplomacy, Foreign Employment, and International Innovation Cooperation
14	Innovative Service Delivery, Data-Driven Governance, and Affordable Digital Public Infrastructure
15	Smart Public Security, Cyber Security, and Secure Cloud

Action towards developments in these areas will be spearheaded by members of the sub-committees and that will eventually directly or indirectly contribute towards strengthening the four pillars of SMART Bangladesh.

Similar visions of a Smart and developed Bangladesh has also been mandated in the ruling governments election manifesto after the honourable Prime Minister made the inaugural declaration of SMART Bangladesh in 2022. with clear mention of the four pillars of SMART Bangladesh with the aim to enable multi frontier development of all sectors and people of the country

In achieving the SMART Bangladesh Agenda, the, citizens shall be more empowered towards receiving the various government services with connivence and ease besides playing active and participatory role in the governance of the land. Use of 4IR tools and AI technology shall enable Zero Divide and full inclusivity where a productive work environment for all shall be ensured



through judicious use of resources and efficient data driven decision making. Well informed data backed decision making by the government bodies will lead to transparency and good governance, thus bringing the people and government closer in a smart way. The society shall be characterized by equality removing all sorts of barriers, crime and corruption that hamper progress today. Bangladesh shall be well connected and recognized in all sectors with pace and brilliance to the Global society. The Aspire to Innovate (a2i) Programme of ICT Division has been playing a catalysing role to achieve these milestones in collaboration with government entities. Therefore, a2i has initiated to measure the current situation of each thematic areas so that current progress can be measured in accordance with the milestone's timeframe. Therefore, the study can ease the process of moving towards the SMART Bangladesh Vision. Keeping in mind these decisions and the timeline targets a Situation Analysis titled "Smart Bangladesh: An Analysis of the Current Situation" is to be conducted.

The Aspire to Innovate (a2i) programme will hire a firm to identify and analyse the current situation of the various indicators of SMART Bangladesh within each areas' indicators clustered into areas to milestone-wise track the progress of the goal of Smart Bangladesh by 2041.

Objective

The main objective of this Situational Analysis is to document the current situation prevailing in areas for the building of a Smart Bangladesh and to serve with the findings, as a reference for the future. It will also explore analysis on specific areas associated with the 15 sub-committees and the Ministries. It shall be in alignment with the pillars (Smart Economy, Smart Society, Smart Governance, Smart Citizens) of SMART Bangladesh Vision 2041.

Specific Objectives

1. To analyse the current situation of the areas that will be addressing the SMART Bangladesh Vision.
2. To identify progress and challenges in each of the areas of the four pillars of SMART Bangladesh in reference to the SMART Bangladesh Milestones.
3. To propose way forwards to achieve the Milestones.



Scope of work

The Situation Analysis for each of the specific areas is to be conducted by identifying and analysing the indicators of the respective areas. Reports for all specific areas shall be documented and the findings from each of the areas shall be compiled into one Master Report showing the current situation of each specific areas. The details on the duties and responsibilities of all the consultants include:

1. To develop a clear outline of the areas that fit within SMART Bangladesh perspective.
2. To identify indicators, design their measurability and categorize them within the 4 pillars of SMART Bangladesh.
3. To analyse the current situation of each area based on the identified indicators.
4. To collect data from existing literature, conducting consultation with relevant policy makers, and individual interviews with relevant personnels.
5. To prepare the work plan in consultation with the a2i research team and finalize.
6. To prepare a set of guidelines for the situation analysis and report writing in discussion with a2i research team and following the same.
7. To conduct meetings with a2i's different teams, share draft findings and collect feedback.
8. To finalize area specific reports and compiling them to generate the Master Report.
9. The Team Co-ordinator will maintain continuous contact with resource persons, and a2i's research team to initiate consultation/ meetings/ workshops as and when necessary.
10. Resource persons will work individually on respective thematic areas while maintaining close communication with the Team Lead and the a2i's research team.
11. To share the documents of all the reports, raw data, and background desk analysis with a2i's research team.
12. The entire team will be responsible for taking any additional steps and efforts for the betterment of the Situation Analysis based on requirements.



Schedule of Deliveries

The firm will be responsible for delivering 18 reports which would include reports on all the thematic areas along with the Master Report.

Supervision and Performance Evaluation

The consultancy firm will work closely with the Research Team of Aspire to Innovate (a2i) Programme. The Research Analyst will review and approve the performance/activities and provide necessary feedback which must be incorporated accordingly.

List of Deliverables

Total Number of Deliverables	Position/ Thematic areas	Deliverables in Details
1	Coordination & Team Lead: Coordination of all thematic areas & Economic Parameters	I. Submission of the overall methodology with work plan for the Master report
		II. Submission of Draft Master Report
		III. Submission of Final Master Report
2	Thematic Area 1: As is analysis On Agriculture	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
3	Thematic Area 2: As is analysis On Climate Change, Clean Energy, Environment & Disaster Management	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
4	Thematic area 3: As is analysis On Healthcare	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
5	Thematic area 4:	I. Submission of the methodology and work plan

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	As is analysis On Education, Skills, and Employment	II. Submission of Draft Report
		III. Submission of Final Report
6	Thematic Area 5: As is analysis On Smart Transport	I. Submission of the methodology and work
		II. Submission of Draft Report
		III. Submission of Final Report
7	Thematic Area 6: As is analysis On Smart Tax & Revenue Collection	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
8	Thematic Area 7: As is analysis On Smart Financial Inclusion, Cashless Society, Commerce, Investment, Small and Medium Entrepreneur & Ease of doing Business	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
9	Thematic Area 8: As is analysis On Smart Land Management	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
10	Thematic Area 9: As is analysis On Smart Judiciary	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
11	Thematic Area 10:	I. Submission of the methodology and work Plan
		II. Submission of Draft Report

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	As is analysis On Smart Parliament	III. Submission of Final Report
12	Thematic Area 11: As is analysis On Smart Civil Service & Smart Local Government	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
13	Thematic Area 12: As is analysis On Zero Digital Divide & Universal Connectivity	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
14	Thematic Area 13: As is analysis On ICT Industry, Digital Commerce, Freelancing, Entrepreneurship & Start-up	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
15	Thematic Area 14: As is analysis On Science, Technology and Innovation, and Space and Geo-Spatial Technology	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
16	Thematic Area 15: As is analysis On Smart Diplomacy and Foreign Employment and International Innovative Collaboration	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report

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17	Thematic Area 16: As is analysis On Innovative Service Delivery, Data Governance & Affordable Digital Public Infrastructure	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report
18	Thematic Area 17: As is analysis On Smart Public Security, Cyber-Security & Safe Cloud	I. Submission of the methodology and work plan
		II. Submission of Draft Report
		III. Submission of Final Report

Duration of the Assignment:

The duration of the assignment will be three months.

Eligibility Criteria

a. Minimum Eligibility Criteria of the Firm

The following are defined as minimum eligibility criteria for the Firm/Organization/Institution:

1. The firm must have five years of experience in conducting relevant consultation service. (Please provide relevant documents).
2. The firm must have experience to conduct research consultancy and have completed two similar assignments. (Please provide relevant documents).
3. The firm must provide complete list of consultancy resources.
4. The firm must have valid and up to date Trade license (Initial Trade License with



Renewal Copy), register of joint stock & companies (RJSC) registration (if applicable). TIN certificate, VAT Identification Number (if applicable), Updated Income Tax Payment (if applicable) and other relevant documents.

5. The minimum average annual turnover should be BDT 65 Lac in the last 2 years. Please submit last 02 (Two) years audited financial statements (if applicable).
6. Must have a minimum amount of liquid assets of BDT 60 lac in the last 02 (Two) years in the form of credit line or working capital. Please submit the necessary document in this regard. For example, audited financial documents (if applicable).

b. Minimum Eligibility Criteria of the Consultants

No	Position	Qualification and Experience	Responsibilities
1	Team- Co-Ordinator: (Smart Bangladesh Master Report and Economic parameters, All areas)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Development Studies/Economics/Business Administration/Finance/Public Administration/Political Science/International Business/International Relations or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 5 year of relevant experience, demonstrated ability to write, edit, and proofread reports in digitization, development, governance and other related issues. 	<p>The details of the specific duties and responsibilities for Team- Co-Ordinator are to: 1</p> <ul style="list-style-type: none"> – Ensure the conduction of the current Situation analysis for all the areas – Design and plan the procedure to conduct the Situation Analysis so that all the reports align in a uniform pattern for the SMART Bangladesh Master Report – Design mechanism to fit all the thematic areas under the specified pillars of SMART Bangladesh – Oversee and coordinate the situation analysis across all the areas



		<ul style="list-style-type: none"> ▪ Experience in communication and writing of public policy, economics environmental, and development and other relevant issues. ▪ Proven, extensive experience in editing, writing, and compiling copy for a range of audiences. ▪ Minimum 2 year of experience in conducting social science research should, have very competent/outstanding writing skills in Bangla and English. ▪ Have at least 1 publication in national/ international reputed journals with ISSN ▪ Must have the experience of leading consultancy in the past 	<ul style="list-style-type: none"> - Develop a working guideline for the conduction & coordination of analysis of all the areas - Coordinate with stakeholders to ensure alignment with project objectives - Establish communication protocols and reporting mechanisms in the team among the various other resource persons - Conduct regular team meetings to track progress and address any challenges and inform the a2i research team - Collect research reports and the updated progress of all other areas and ensure their quality is in line with the consultation services objectives - Write a Master Report combining findings of all the reports and include other insights and recommendations - Include impact on GDP, Per Capita Income and other economic indicators relevant in the SMART Bangladesh Situation Analysis
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			<ul style="list-style-type: none"> - Write an overview or executive summary for the master report - Review the research and Situation Analysis reports and provide necessary feedback to the consultants - To take part in any activity or take any action to ensure the efficient completion of the SMART Bangladesh Situation Analysis Report within the given timeline - Jointly publish the reports in international journals and conferences
2	Consultant (Agriculture)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Agriculture, CSE, Development Studies, Economics or any other relevant subject. <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread reports in digitization, development, agriculture, and other related issues. 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> - Conceptualize, prepare an outline and evaluate the current situation of agriculture for Smart Bangladesh - Identify and add relevant indicators and analyse for a holistic analysis of the area based on consultation with the Team- Co-Ordinator and a2i research team - Must include identification and analysis of the indicators of Smart Agriculture

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		<ul style="list-style-type: none"> ▪ Experience in consultancy services or work in the field of agriculture, digital service Innovation, agriculture technology and other relevant areas. ▪ Have at least one publication in national/reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> – Must submit draft report and final report on the relevant assigned topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
3	Consultant (Climate Change, Clean Energy, Environment & Disaster Management)	<ul style="list-style-type: none"> ▪ Academic Qualifications: ▪ Education in Disaster Management, Environment Science, Geography or any other relevant discipline ▪ Years of Experience/Other Qualifications: ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread reports in digitization, development, climate change, disaster management, environment and other related issues. ▪ Experience in consultancy services or work in the field of Climate Change, Clean Energy, Environment & 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Climate Change, Clean Energy, Environment & Disaster Management for Smart Bangladesh – Identify and add relevant indicators and analyse for a holistic analysis of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification and analysis of the indicators of the relevant topic – Must submit draft report and final report on the relevant assigned topic



		<p>Disaster Management or any other relevant experience</p> <ul style="list-style-type: none"> ▪ Have at least one publication in national/reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
4	Consultant (Healthcare)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Development Studies/Public Health/Economics/Health Economics/Political Science/Business Administration/Finance/Management Information System/Social welfare or any other relevant discipline. <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread reports in digitization, development, public health, health economics and other related issues. ▪ Experience in consultancy services or work in the field of healthcare and public health. 	<p>The details of the specific scope of work for the consultant are:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of healthcare for Smart Bangladesh – Identify and add relevant indicators and analyse for a holistic analysis of the areas based on consultation with the Team- Co-Ordinator and a2i research team – Must include the analysis of the indicator of Smart Healthcare – Must submit draft report and final report on the relevant topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report

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		<ul style="list-style-type: none"> ▪ Have at least one publication in national/ international reputed journals with ISSN (will be preferable). 	
5	Consultant (Education, Skills and Employment)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Education & Research /Management/Development Studies/ Business Studies/Public Administration or any other relevant discipline. <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, development, governance and other related issues. ▪ Experience in consultancy services or work in the fields of education, skill and employment. ▪ Have at least one publication in national/reputed journals with ISSN (will be preferable). 	<p>The details of the specific scope of work for the consultant are:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline, and evaluate the current situation of the elements as outlined for Smart Bangladesh pertaining to the areas, specifically the Education, Skills and Employment related indicator – Identify and add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include the analysis of Education, Skills and Employment – Must submit draft report and final report on the relevant topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report

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6	Consultant (Smart Transport)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Engineering, Law Education & Research/Management/Development studies/ Business Studies/Public Administration or any other relevant discipline. <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, development, Public Administration, Transport sector and other related issues. ▪ Experience in consultancy services or work in the field of transportation or others relevant. ▪ Have at least one publication in national/ international reputed journals with ISSN (will be preferable). 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Smart Transport for Smart Bangladesh – Identify and add relevant indicators and analyse for a holistic analysis of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include analysis of the indicators of Smart Transport – Must submit draft report and final report on the relevant assigned topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
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7	Consultant (Smart Tax & Revenue Collection)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Law Education/Management/Development studies/ Business Studies/Public Administration or any other relevant discipline. <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, development, governance, Taxation and other related issues. ▪ Experience in consultancy services or work in the field of Tax & Revenue Collection ▪ Have at least one publication in national/ international reputed journals with ISSN (will be preferable). 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Smart Tax & Revenue Collection for Smart Bangladesh – Identify and add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification the analysis of the indicators of Smart Tax & Revenue Collection – Must submit draft report and final report on the relevant assigned topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
8	Consultant (Smart Financial Inclusion, Cashless Society, Commerce,	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Business Administration/Finance /Management/Development studies/ Business Studies/Public Administration 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Smart Financial Inclusion,



	Investment, Small and Medium Entrepreneur & Ease of doing Business)	<p>or any other relevant discipline.</p> <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, development, Business, Finance and other related issues. ▪ Experience in consultancy services or work in the fields Financial, Commerce, Investment, Small and Medium Entrepreneur & Ease of doing Business ▪ Have at least one publication in national/ international reputed journals with ISSN (will be preferable). 	<p>Cashless Society, Commerce, Investment, Small and Medium Entrepreneur & Ease of doing Business for Smart Bangladesh</p> <ul style="list-style-type: none"> – Identify and add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification the analysis of the indicators of Smart Financial Inclusion, Cashless Society, Commerce, Investment, Small and Medium Entrepreneur & Ease of doing Business – Must submit draft report and final report on the relevant assigned topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
9	Consultant (Smart Land Management)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Law in Business Administration/Finance /Management/Development studies/ Business 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation



		<p>Studies/Public Administration or any other relevant discipline</p> <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ More than 3 years of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, development, Business, Finance and other related issues. ▪ Experience in consultancy services or work in relevant field ▪ Have at least one publication in national/ international reputed journals with ISSN (will be preferable). 	<p>of Smart Land Management for Smart Bangladesh</p> <ul style="list-style-type: none"> - Add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team - Must include identification the analysis of the indicators of Smart Land Management - Must submit draft report and final report on the relevant assigned topic - Must share all documents of background analysis with the lead and research team of a2i - Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
10	Consultant (Smart Judiciary)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Law/Development studies/Public Administration or any other relevant discipline <p>Years of Experience/Other Qualifications:</p>	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> - Conceptualize, prepare an outline and evaluate the current situation of Smart Judiciary for Smart Bangladesh - Identify and add relevant indicators and analyse for a holistic




		<ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, development, law Business, Finance, Legal and other related issues. ▪ Experience in consultancy services or work in the field of law, digitalization, public service etc. ▪ Have at least one publication in national/ international reputed journals with ISSN (will be preferable). 	<p>assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team</p> <ul style="list-style-type: none"> – Must include identification the analysis of the indicators of Smart Judiciary – Must submit draft report and final report on the relevant assigned topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
11	Consultant (Smart Parliament)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education Law/Development studies/Public Administration/ Political Science or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, Development Studies, Political Science or Public Service and 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Smart Parliament for Smart Bangladesh – Add and identify relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification the analysis of the indicators of Smart Parliament

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		<p>Governance and other related issues.</p> <ul style="list-style-type: none"> ▪ Experience in consultancy services or work in the field of law, digitalization, public service etc. ▪ Have at least one publication in national/ international reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> – Must submit draft report and final report on the relevant assigned topic – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
12	Consultant (Smart Civil Service & Smart Local Government)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education Law/Development studies/Public Administration/ Political Science or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, Development Studies, Political Science or Public Service and Governance and other related issues. ▪ Experience in consultancy services or work in the field 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Smart Civil Service & Smart Local Government for Smart Bangladesh – Identify and add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification the analysis of the indicators of Smart Civil Service & Smart Local Government



		<p>of law, digitalization, public service etc.</p> <ul style="list-style-type: none"> ▪ Have at least one publication in national/international reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> - Must submit draft report and final report on the relevant assigned topic - Must share all documents of background analysis with the lead and research team of a2i - Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
13	Consultant (Zero Digital Divide & Universal Connectivity)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education Law/Development studies/Public Administration/ Political Science or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, Development Studies, Political Science or Public Service and Governance and other related issues. ▪ Experience in consultancy services or work in the field of public policy, ICT, 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> - Conceptualize, prepare an outline and evaluate the current situation of Zero Digital Divide & Universal Connectivity for Smart Bangladesh - Add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team - Must include identification the analysis of the indicators of Zero Digital Divide & Universal Connectivity - Must submit draft report and final report on the relevant assigned topic

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		<p>communication and development issues.</p> <ul style="list-style-type: none"> ▪ Have at least one publication in national/international reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> - Must share all documents of background analysis with the lead and research team of a2i - Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
14	<p>Consultant (ICT Industry, Digital Commerce, Freelancing, Entrepreneurship & Start-up)</p>	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in CSE /Development studies/Public Administration/ Business Administration, ICT/Computing and IT management/Economics/ Political Science or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, Development Studies, Business, Political Science or Public Service and Governance and other related issues. ▪ Experience in consultancy services or work in the field of public policy, ICT, 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> - Conceptualize, prepare an outline and evaluate the current situation of ICT Industry, Digital Commerce, Freelancing, Entrepreneurship & Start-up for Smart Bangladesh - Add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team - Must include identification the analysis of the indicators of ICT Industry, Digital Commerce, Freelancing, Entrepreneurship & Start-up - Must submit draft report and final report on the relevant assigned topic - Must share all documents of background analysis with the lead and research team of a2i

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		<p>communication and development issues.</p> <ul style="list-style-type: none"> ▪ Have at least one publication in national/international reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
15	<p>Consultant (Science, Technology and Innovation, and Space and Geo-Spatial Technology)</p>	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Engineering, bachelor's in science CSE /Development studies/Public Administration/ Business Administration/Economics/ or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, Science, Technology and other related issues. ▪ Experience in consultancy services or work in the field of public policy, ICT, IT, Science, Innovation & development issues. 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Science, Technology and Innovation, and Space and Geo-Spatial Technology for Smart Bangladesh – Add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification the analysis of the indicators of Science, Technology and Innovation, and Space and Geo-Spatial Technology – Must submit draft report and final report on the relevant assigned topic

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		<ul style="list-style-type: none"> ▪ Have at least one publication in national/international reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> – Must share all documents of background analysis with the lead and research team of a2i – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
16	Consultant (Smart Diplomacy and Foreign Employment and International Innovative Collaboration)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in Development studies/Public Administration/ Political Science/ Business Administration/International Relation/Economics/or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, Development Studies, Business, Political Science or Public Service and Governance and other related issues. ▪ Experience in consultancy services or work in the fields of public policy, diplomacy, International Relations or other relevant experiences 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Smart Diplomacy and Foreign Employment and International Innovative Collaboration for Smart Bangladesh – Add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification the analysis of the indicators of Smart Diplomacy and Foreign Employment and International Innovative Collaboration – Must submit draft report and final report on the relevant assigned topic – Must share all documents of background analysis with the lead and research team of a2i

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		<ul style="list-style-type: none"> ▪ Have at least one publication in national/international reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> – Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
17	Consultant (Innovative Service Delivery, Data Governance & Affordable Digital Public Infrastructure)	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> ▪ Education in CSE/ Bachelor of Science/Statistics/ Development Studies/Public Administration/ Political Science/ Business Administration/International Relation/Economics/or any other relevant discipline <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread report in digitization, ICT, Data Science, Development Studies, Business, Political Science or Public Service and Governance and other related issues. ▪ Experience in consultancy services or work in the fields 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> – Conceptualize, prepare an outline and evaluate the current situation of Innovative Service Delivery, Data Governance & Affordable Digital Public Infrastructure for Smart Bangladesh – Add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team – Must include identification the analysis of the indicators of Innovative Service Delivery, Data Governance & Affordable Digital Public Infrastructure – Must submit draft report and final report on the relevant assigned topic

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		<p>of public policy, ICT, and Data science or other relevant experiences</p> <ul style="list-style-type: none"> ▪ Have at least one publication in national/international reputed journals with ISSN (will be preferable). 	<ul style="list-style-type: none"> - Must share all documents of background <u>analysis research</u> with the lead and research team of a2i - Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
18	<p>Consultant (Smart Public Security, Cyber-Security & Safe Cloud)</p>	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> - Education in and Computer Science/ICT/Cybersecurity/or any other relevant discipline. <p>Years of Experience/Other Qualifications:</p> <ul style="list-style-type: none"> ▪ Minimum 3 year of relevant experience, demonstrated ability to write, edit, and proofread reports on development, and other related issues. ▪ Experience in consultancy services or work in the fields of public policy, ICT, and Data science. ▪ Have at least one publication in national/international reputed journals with ISSN (will be preferable). 	<p>The details of the specific scope of work for the consultant are include:</p> <ul style="list-style-type: none"> - Conceptualize, prepare an outline and evaluate the current situation of Smart Public Security, Cyber-Security & Safe Cloud for Smart Bangladesh - Add relevant indicators and analyse for a holistic assessment of the area based on consultation with the Team- Co-Ordinator and a2i research team - Must include identification the analysis of the indicators of Smart Public Security, Cyber-Security & Safe Cloud - Must submit draft report and final report on the relevant assigned topic - Must share all documents of background analysis with the lead and research team of a2i

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			<ul style="list-style-type: none"> - Must provide technical knowledge assistance to consultants of other research areas whenever relevant - Must assist Team- Co-Ordinator in preparing relevant section of the Master Report
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Payment Schedule

No	Broad Area	Deliverables	Payment Schedule (%) for the work
1	Team- Co-Ordinator: (All areas)	I. Submission of the overall methodology with work plan for the Master report	1% After Submitting the overall methodology with a work plan for the Master report
		II. Submission of Draft Master Report	1% After Submitting all the Draft Reports.
		III. Submission of Final Master Report	2% After Submitting all the Final Reports.
2	Consultant (Agriculture)	I. Submission of the methodology and work plan.	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After submitting the draft reports.
		III. Submission of Final Report	2% After Submitting the Final Report.
3	Consultant (Climate Change, Clean Energy, Environment & Disaster Management)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	3% After Submitting the Final Report.

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4	Consultant (Healthcare)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	3% After Submitting the Final Report.
5	Consultant (Education, Skills, and Employment)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	2% After Submitting the Final Report.
6	Consultant (Smart Transport)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	3% After Submitting the Final Report.
7	Consultant (Smart Tax & Revenue Collection)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	2% After Submitting the Final Report.
8	Consultant (Smart Financial Inclusion, Cashless Society, Commerce, Investment, Small and Medium Entrepreneur & Ease of doing Business)	I. Submission of the methodology and work plan	2% After Submitting the methodology and work plan of the report.
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	4% After Submitting the Final Report.
9	Consultant (Smart Land Management)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	2% After Submitting the Final Report.

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10	Consultant (Smart Judiciary)	I. Submission of the methodology and work plan.	1% After Submitting the methodology and work plan of the report.
		II. Submission of Draft Report	1% After Submitting the Draft Report.
		III. Submission of Final Report	1% After Submitting the Final Report.
11	Consultant (Smart Parliament)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	1% After Submitting the Draft Report.
		III. Submission of Final Report	1% After Submitting the Final Report.
12	Consultant (Smart Civil Service & Smart Local Government)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report.
		II. Submission of Draft Report	1% After Submitting the Draft Report.
		III. Submission of Final Report	2% After Submitting the Final Report.
13	Consultant (Zero Digital Divide & Universal Connectivity)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	3% After Submitting the Final Report.
14	Consultant (ICT Industry, Digital Commerce, Freelancing, Entrepreneurship & Start-up	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	4% After Submitting the Final Report.
15	Consultant (Science, Technology and	I. Submission of the methodology and work plan.	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	3% After Submitting the Final Report.

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	Innovation, and Space and Geo-Spatial Technology)		
16	Consultant (Smart Diplomacy and Foreign Employment and International Innovative Collaboration)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	4% After Submitting the Final Report.
17	Consultant (Innovative Service Delivery, Data Governance & Affordable Digital Public Infrastructure)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	4% After Submitting the Final Report.
18	Consultant (Smart Public Security, Cyber-Security & Safe Cloud)	I. Submission of the methodology and work plan	1% After Submitting the methodology and work plan of the report
		II. Submission of Draft Report	2% After Submitting the Draft Report.
		III. Submission of Final Report	4% After Submitting the Final Report.

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- **Joint Venture**

Multiple Companies having technical and legal competency for providing such services can apply jointly but they must have legal agreement among them where one company needs to be lead. The joint venture company jointly needs to fulfil all conditions mentioned in this ToR. Joint-venture agreement needs to have clear identification about each responsibility matrix along with IPR.

