



January 2024

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**Position Title:** Private Sector Engagement Governance, SME, and CSR Sector Specialist (local consultant) for the USAID/Bangladesh Private Sector Landscape Assessment

**Reports to:** Team Leader USAID/Bangladesh Private Sector Landscape Assessment and Chief of Party Upoma

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### Position Description

EnCompass is implementing the four-year United States Agency for International Development (USAID) Bangladesh Monitoring, Evaluation and Learning activity (Upoma), providing a range of analytical and advisory services in support of USAID's design, performance monitoring, evaluation, and operational learning and adapting efforts.

Under Upoma, EnCompass has been tasked to undertake a Private Sector Landscape Assessment (PSLA). The purpose of this assessment is to develop action-oriented recommendations for Private Sector Engagement (PSE) approaches in Bangladesh. The PSLA is integral to USAID's strategy, which aims to support development in various sectors including **governance, business environment strengthening, and the promotion of small and medium size enterprise (SME) competitiveness and corporate social responsibility (CSR)**. The PSLA will critically analyze the impact of recent global and local events on Bangladesh's development goals, identify opportunities for private sector engagement, and recommend partnership models. The PSLA is key to informing USAID's strategic decisions and resource allocation in alignment with the Country Development Cooperation Strategy (CDCS).

The PSLA report will include:

1. A Landscape Analysis of the private sector's core capacities in Bangladesh, including of the **governance, business environment, SME competitiveness, and CSR sectors**
2. The mapping of key stakeholders for PSE and other donor agency activity.
3. Identification of **governance, business environment, SME competitiveness, and CSR** sector-specific opportunities and scope of collaboration
4. Inventory private funding sources and modalities in Bangladesh that can be used to support private sector engagement
5. Recommended partnership models, criteria, and mechanisms
6. Implications for USAID programming, short and long-term steps

The methodology to be used includes a desk review of relevant documents, key informant interviews and a survey of a select group of USAID Implementing Partner personnel. The final methodology will be determined during initial design activities.

EnCompass seeks a Private Sector Engagement Governance, Business Environment, SME Competitiveness, and CSR sector Specialist (local consultant) to participate in the PSLA team comprising a Team Leader, PSE sector specialists (one international and four local), a data analyst, and a research assistant. The PSE Governance, Business Environment, SME Competitiveness, and CSR sector Specialist should be a highly skilled professional with expertise in market-based development approaches and a deep understanding of the governance, business environment, SME Competitiveness, and CSR sector in Bangladesh. Additionally, the local PSE Governance, Business Environment, SME Competitiveness, and CSR sector Specialist should have excellent communication skills in Bangladeshi and professional working-level communication skills in English, to effectively engage with diverse local stakeholders and contribute to preparation of the written deliverables.

## Position Duties and Responsibilities

### *Essential functions:*

- Support the planning, data collection, analysis, and report writing and presentation processes.

### *Deliverables and timing*

*The local PSE Governance, Business Environment, SME Competitiveness, and CSR Sector Specialist will provide timely and quality inputs to the following deliverables:*

1. Contribute to the development of a detailed workplan including Governance, Business Environment, SME Competitiveness, and CSR sector data sources and interview targets at the national and subnational levels.
2. Catalog the sources of information (including analyses, surveys, project reports, etc.) that the team expects to inform the assessment. USAID will only assist the team in obtaining studies and reports prepared by USAID, and its relevant implementing partners (IPs).
3. Develop a list of interviews to be held with key private sector companies, associations, and stakeholders in Dhaka and other districts in the Governance, Business Environment, SME Competitiveness, and CSR sector. Interviews should be very focused on the private sector or related to private sector engagements. Interviews with GoB, think tanks, research institutes, other donors and multilateral organizations are expected, but should not be the focus of this study. The PSE Governance, Business Environment, SME Competitiveness, and CSR Sector Specialist will be expected to develop a list of key contacts and facilitate meetings with those stakeholders.
4. A desk review research document that presents USAID PSE and highlights lessons.

5. Conduct key informant interviews or group interviews with Governance, Business Environment, SME Competitiveness, and CSR sector stakeholders.
6. Contribute to writing the Governance, Business Environment, SME Competitiveness, and CSR sector findings and recommendations of the draft report.
7. Contribute to the presentation of major findings following completion of field work and stakeholder interviews.

## Level of Effort (LOE) and Timing

The LOE is approximately up to 40 days from on or about March 1 to June 30, 2024

## Position Requirements

### *Qualifications*

#### *Academic Qualifications*

- Master's Degree or equivalent experience relevant to the Governance, Business Environment, SME Competitiveness, and CSR Sector.

#### *Experience and Skills*

- Have at least 15 years of professional experience, including at least 5 years in Private Sector Engagement with Governance, Business Environment, SME Competitiveness, and CSR sector stakeholders.
- Have proven experience in research, extension and improved management practices in the Governance, Business Environment, SME Competitiveness, and CSR sectors in Bangladesh.
- Significant knowledge of the private sector dynamics in Bangladesh.
- Have proven experience in evaluations and/or assessments of projects with similar scopes.
- Knowledge of USAID projects and programs, and its relationship with the private sector is desired.
- Native Bangladeshi language skills with strong communication/interview skills for stakeholder discussions.
- Professional work level English communication skills.

## How to Apply

**Please submit a CV demonstrating how your experience aligns to the requirements above to: [BMELA\\_Consultants@encompassworld.com](mailto:BMELA_Consultants@encompassworld.com). Please include: *Upoma Y1 Local PSE Governance Expert in the subject line.***

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*employees with an environment free from discrimination and harassment, where all are treated with dignity and respect. We do not tolerate, and explicitly prohibit, discrimination or harassment of any kind, at any time, in all aspects of employment. This includes recruitment, hiring, promotions, disciplinary measures, terminations, compensation, benefits, social and recreational programs, and training. EnCompass also does not tolerate retaliation against individuals who report discrimination or harassment. Our continuing commitment to the principle of Equal Opportunity Employment for all means all employment decisions are based only on the job requirements, the candidate's qualifications, and the needs of EnCompass as a business—not on race, color, ethnicity, national origin, religion, belief, sex (including pregnancy and related medical conditions), gender identity or expression, sexual orientation, age, disability status, veteran status, genetic information, HIV status, family/marital/parental status, or any other status protected by the laws and regulations in the jurisdictions where we work.*

For US based positions: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.