



January 2024

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**Position Title:** Consultant Team Leader USAID/Bangladesh Private Sector Landscape Assessment

**Reports to:** Chief of Party of the Bangladesh Monitoring, Evaluation and Learning Activity (BMELA)

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### Description of Consultancy

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

Under BMELA, 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 such as health, education, and energy. 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 is expected to include:

1. A Landscape Analysis of the private sector's core capacities in Bangladesh
2. The mapping of key stakeholders for PSE and other donor agency activity
3. Identification of 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

A mixed method methodology is to be used, including a desk review of relevant documents, key informant interviews and group 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 Team Leader to lead the PSLA team comprising three PSE sector specialists, and a research assistant. The Team Leader should be a highly skilled professional with extensive experience in economic development, particularly in private sector engagement. Significant knowledge of private

sector dynamics in Bangladesh is required. This individual must possess a strong background in leading similar assessments or evaluations. The role requires expertise in market-based development approaches and a deep understanding of one or more of the sectors: economic growth, agriculture, energy, and health. Additionally, the Team Leader should have excellent planning and communication skills in English --and preferably, Bangladeshi-- to effectively engage with diverse stakeholders, synthesize complex data, and present succinct reports with evidence-based findings and recommendations. This pivotal role requires a blend of technical knowledge, managerial acumen, and the ability to navigate a multifaceted development landscape. The Team Leader should possess expertise designing and executing quantitative and qualitative data collection and analytical methods, ideally in complex environments.

The total Level of Effort (LOE) for this role will be determined during early scope discussions with USAID, but it is anticipated to be approximately up to 60 days.

## Position Duties and Responsibilities

### *Essential functions:*

- Lead and oversee the planning and data collection process.
- Lead and oversee the development and timely submission of all deliverables, ensuring they are of high quality and aligned to USAID/Bangladesh need.
- In collaboration with the BMELA COP, Ensure the consultant team is functioning well and aligned to the assessment scope, budget, and timing.
- Engage with USAID/Bangladesh staff, USAID Implementing Partners and key stakeholders in the private sector and government.

### *Deliverables and timing*

The Team Lead will be responsible for the timely and quality production of the following deliverables:

**1. Detailed work plan** (due by end of Week 2): Over the first two weeks following the launch of this Assessment, the team will hold initial briefings with the USAID PSE Team and complete a Team Planning Meeting (TPM) process. Afterwards, the team will submit a detailed work plan for completing this SOW, discussing the objectives detailed above, and confirming how the implementation team will cooperate with the USAID PSE representatives. The work plan will include the assessment methodology, analytical framework, implementation timeline, and a list of information sources and interview targets at the national and subnational levels. The work plan, to be developed within two weeks of assessment's launch, will include the following components and implementation steps:

- 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).

- Conduct a literature review of pertinent documents. This should include an inventory of USAID/Bangladesh’s experience in private sector engagement and the lessons learned from this experience. This will include previous private sector assessment reports.
- Inventory of private funding sources and modalities in Bangladesh that can be used to support private sector engagement.
- Conduct a survey of a select group of USAID AORs/CORs and IPs to identify PSE opportunities and constraints.
- Develop a list of interviews to be held with key private sector companies, associations, and stakeholders in Dhaka and other districts. 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 PSLA team will be expected to develop a list of key contacts and provide the list to USAID/Bangladesh.
- Develop a detailed itinerary and management plan for all visits, inside and outside Dhaka.
- Create detailed questionnaires/interview protocols for stakeholder interviews.
- Meet with USAID implementing partners (contractors, grantees, private sector partners) and cooperate with the USAID PSE Team. The USAID PSE Team will assist with identifying necessary partner contacts.
- Conduct analysis and present to USAID in a workshop discussion format.
- Anything else the team deems relevant during the course of their work.
- Develop options and recommendations.

The work plan analytical framework will identify sources of information (documents, partner contacts, stakeholder contact, site visits, etc.) that the Assessment team requires in order to complete the analysis. USAID will help furnish relevant documents and facilitate some contacts. The consulting team should suggest other documents and contacts for the literature review and stakeholder interviews.

2. A desk review research document that presents USAID PSE and highlights lessons (by end of Week 3)
3. Presentation of PSLA desk review research findings and refinement of methodology and assignment work plan (during Week 4)
4. Presentation of major findings following completion of field work and stakeholder interviews (by Week 10)
5. Draft PSLA Report (by Week 12)
6. Final PSLA Report (by Week 15)

## Period of Performance

Level of Effort (LOE) is approximately up to 60 days from on or about February 1 to May 31, 2024.

## Travel

This consultancy will likely require travel to Bangladesh.

## Position Requirements

### *Qualifications*

#### *Academic Qualifications*

- A minimum Master's degree in business administration, economics, finance, trade, private sector development, international development, or a related field.

#### *Experience and Skills*

- Significant experience leading assessments or evaluations in the private sector engagement space.
- At least 10 years of relevant professional experience in coordinating economic development, portfolio management, private sector development, public sector financing or management consulting is required.
- Skills in private sector development, economics, and/or sectors relevant to USAID's priority objectives in Bangladesh.
- Demonstrated experience of working on a market-based approach to address development challenges in national or subnational levels is strongly preferred.
- Expertise in one or more of the core technical areas of the USAID/Bangladesh portfolio: agriculture, energy, education, governance and health.
- Significant knowledge of the private sector dynamics in Bangladesh and an understanding of private financing for development trends.
- Knowledge of USAID projects and programs, and its relationship with the private sector will be an advantage.
- Excellent English writing and editing skills and communication/interview skills for the presentation and stakeholder discussions, as well as an ability to take information from a wide variety of sources and draft clear, succinct, high-level analysis and reports for general dissemination.

## 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: *BMELA Y1 PSE Assessment* in the subject line.**

*EnCompass LLC is a progressive Equal Opportunity Employer. We promote, celebrate, and support a diverse and inclusive organizational culture and workforce. We are committed to providing all of our 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.