



March 2024

Position Title: Senior Political Economy Analysis Expert for the USAID/Bangladesh Political Economy Analysis (PEA)

Reports to: Chief of Party of the USAID/Bangladesh Upoma Activity

Description of Consultancy

EnCompass LLC is implementing the four-year United States Agency for International Development (USAID) Bangladesh Upoma Activity, 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 Political Economy Analysis (PEA). The objectives of the PEA are to: 1) Advise USAID/Bangladesh on the changing high-level dynamics of the political-economic forces in Bangladesh that would affect issues such as political stability, human rights, labor rights, macroeconomic and exchange rate stability; 2) Identify the strategic political-economic forces at work affecting the trade and local governance and provide recommendations to USAID on how to be more effective in this environment; and 3) Provide USAID/Bangladesh with an understanding of the political forces affecting trade that hinder efforts by donors to simplify business export processes, expedite customs clearances, and diversify the export sector.

The deliverables of the PEA are:

1. Quarterly Concept Notes, including a brief introduction, a statement of objectives, a set of learning questions, a getting-to-answers matrix, a timeline, a resource plan detailing the LOE and other costs, potential challenges and risks, and annexes.
2. Quarterly, in-person briefings provided to the USAID Mission on the areas of study and learning questions agreed to in the quarterly concept note review.
3. A presentation to USAID on preliminary PEA findings and recommendations pertaining to local governance.
4. A Presentation to USAID on preliminary PEA findings and recommendations pertaining to the trade and customs sector.
5. A draft report on the findings and recommendations.
6. A final report taking into account comments provided on the draft report.

The methodologies for each quarter will be proposed in the Quarterly Concept Notes for review by USAID. The proposed methodologies will be selected to answer the learning questions for that quarter and may include the desk review of secondary data; primary data collection; and qualitative

and quantitative analysis. The learning questions and the set of methodologies in each quarter will be approved by USAID.

In the event that the Senior PEA Expert determines that primary data collection is required, additional support can be made available, including up to two local PEA Specialist, a data analyst, and a logistics and administrative assistant. The first Concept Note should specify whether this support is required.

The Senior PEA Expert should be a highly skilled professional with extensive experience in economic development, particularly in political economy analysis. Significant knowledge of the political economy of Bangladesh is required. This individual must possess a strong background in leading similar analyses or studies that assess the interaction between political and economic processes, including power dynamics and distribution and how those have, and are expected to, change. The Senior PEA Expert 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 96 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.
- Engage with USAID/Bangladesh staff, USAID Implementing Partners and key stakeholders.

Deliverables and timing

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

1. **Quarterly Concept Notes:** Each quarter, a draft Concept Note will be submitted addressing the topics outlined in the PEA objectives, above. Each Concept Note should be not more than 5 pages long and should be submitted within 10 calendar days of each new quarter following the signing of the contract. Each concept note should include:
 - a. A brief introduction.
 - b. A statement of objectives that the PEA aims to achieve within the new quarter for the trade and customs sector and for local governance.
 - c. A set of learning questions that the PEA intends to answer during the new quarter.
 - d. A Getting to Answers Matrix, describing the methodological approach that will be used to answer each of the learning questions for the respective quarter.
 - e. A Timeline with milestones for the completion of different tasks.
 - f. A Resource Plan detailing the resources, including level of effort (person days) of the PEA Analyst and other team members, if any, as well as transportation, accommodation and per diems, transcription/translation or logistics costs.

- g. Potential Challenges and Risks: Identify any potential challenges or risks that may be encountered during implementation and suggest mitigation strategies.
 - h. Annexes: If needed, such as data collection tools (e.g. semi-structured questionnaires, interview guides and surveys).
2. **Quarterly briefings:** Provide an in-person briefing to the USAID Mission each quarter on the areas of study and learning questions agreed to in the quarterly concept note review. A short PowerPoint slide deck will be prepared for each quarterly briefing on the main findings and recommendations.
 3. **A presentation to USAID on preliminary PEA findings and recommendations pertaining to local governance** within 60 days of contract signing. The presentation is intended to give the Mission an opportunity to provide feedback and validation to ensure the accuracy and relevance of the PEA's findings and conclusions. The presentation will be part of a co-creation workshop to ensure that recommendations resonate and are actionable.
 4. **A presentation to USAID on preliminary PEA findings and recommendations pertaining to the trade and customs sector** within 120 days of contract signing. The presentation is intended to give the Mission an opportunity to provide feedback and validation to ensure the accuracy and relevance of the PEA's findings and conclusions. The presentation will be part of a co-creation workshop to ensure that recommendations resonate and are actionable.
 5. **Submission of draft report** within 330 calendar days of contract signing, taking into account feedback received from USAID during the presentation of final findings. The report should be between 30 and pages in length, not including annexes, with a two-page Executive Summary.
 6. **Submission of final report** within 10 calendar days of receipt of USAID's comments to the draft version of the report.

Period of Performance

Level of Effort (LOE) is approximately up to 96 days from on or about April 1, 2024 to April 1, 2025.

Travel

This consultancy will likely require travel within Bangladesh.

Position Requirements

Qualifications

Academic Qualifications

- Ph.D. preferred in business administration, economics, finance, trade, private sector development, international development, or a related field. A minimum of Master's degree is required.

Experience and Skills

- Significant experience leading political economy analyses.

- At least 10 years of relevant professional experience in coordinating economic development, sustainable development, economic research, and/or policy research required.
- Demonstrated experience of working on market-based approaches 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: economic growth, agriculture, energy, education, governance, and/or health is required.
- Significant knowledge of the political and economic dynamics in Bangladesh.
- Knowledge of USAID/Bangladesh Economic Growth portfolio, preferred.
- 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 and complete the application [online](#).

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.

