

**Terms of Reference
for
Quality Assurance Consultant (International)**

Objective

The main objective of the consultancy is to provide quality support to Bangladesh Election Commission (BEC) in terms of smart NID card production and delivery under the IDEA Project.

Educational Qualification & Experience

Educational Background: Master degree in management, public administration or another discipline relevant to the assignment from a recognized university.

Professional experience: Minimum 10 years of progressive experience including at least 3 years as manager of business or public sector organizations.

Specific experience: Minimum 7 years of project management experience.

Key Responsibilities

The overall responsibility of the Quality Assurance Consultant would be to manage the activity of NID Wing in respect of issuance of quality identity cards and other related works. He/ She will work under direct coordination of the IDEA Project Director. The specific responsibilities include:

- Facilitating quality assurance process of blank NID cards and necessary evaluation of the smart NID cards after a period of use.
- Advise the project on quality of the personalization of blank NID cards
- Conduct training to the concerned authorities at central and decentralized issuing points on how to improve the encoding quality, how to improve the quality of research in the central database, how to recognize a forged card or an illegal use of a card, how to improve the quality of identification before the issuing of a card and authentication after issuing. Training sessions to be conducted in the form of training of trainers.
- Assist authorities to implement a legal environment and rules to be followed by the administration.
- Assist authorities to put in place suitable implementation mechanisms with a view to obtaining ISO 9001 certification by the end of project.
- Any other tasks as deemed necessary to ensure the quality of delivery of smart NID card contract.