

TERMS OF REFERENCE

FACILITATION OF GLOBAL LEARNING EVENT

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| Name | Facilitator for Global Learning Event |
| Type of contract | Individual Consultant(s) |
| Assignment duration | 4 Working Days |
| Closing date for applications | 18 October 2017 |
| Consultancy Period | 4 days |

BACKGROUND

Under the pillar of Economic Justice and Resilience, Oxfam in Bangladesh is implementing the Empower Youth for Work (EYW) Project. It is a 5-year project being funded by IKEA Foundation and implemented in Bangladesh, Pakistan, Indonesia and Ethiopia. The overall aim of the EYW programme in Bangladesh is improved economic and social empowerment for young women and men living in rural climate-change affected areas.

The target group of the project consists of young women and men, community members, policy makers, government representatives and private sectors actors. The main target group is young women and men of aged 15-29 residing in rural climate vulnerable areas. The geographic locations of the project in Bangladesh are: Mithapukur upzilla under Rangpur district, Puthia upzilla under Rajshahi district, Botiaghata upzilla under Khulna district and Bakerganj upzilla under Barisal district. The project aims to provide support to 67,000 direct beneficiaries, focusing on women from targeted townships and communities in Bangladesh to improve their economic and social resilience to climate extremes.

The Empower Youth for Work (EYW) team comprise of Oxfam staff and partners of four countries and Oxfam Novib will come together in November 2017 in Bangladesh for the first annual learning event. This learning event will be organized to provide an opportunity for sharing and learning on the EYW project and identify paths for better, more collaborative and more impactful programming.

OBJECTIVES OF THE CONSULTANCY

The primary objective of this consultancy is to provide facilitation services and support to lead sessions and prompt discussions as per programme; ensure active participation of everyone; reflect their understanding, challenge and experiences for a 4-day Global Learning Event.

CONSULTANCY DELIVERABLES WITH TIMELINE

Below are the deliverables for the consultant engaged to carry out this assignment:

| Activities | Days |
|---|----------------|
| Support to finalize the agenda methodology of the event | 05-08 November |
| Maintain an energetic and enabling environment throughout the event | |
| Facilitate the process if of active engagement and time management | |
| Ensure active participation of the participants | |
| Summarize the discussions and challenges when needed | |

SCOPE OF WORK

It is anticipated that this Learning Event will comprise of 4 days of sharing and learning by the EYW project staffs and partners on the project and identify paths for better, more collaborative and more impactful programming. The consultant will work in close conjunction with EYW team of Oxfam in Bangladesh. The consultant will be expected to do the following:

- Be present and active in the event for 4 days and have clear understanding about responsibilities.
- Lead preparatory work for individual and group presentation and the collect presentation topics and create space for discussion.
- Identify any clarifications or additional information required from presenters / participants to ensure the smooth and effective delivery, facilitation and documentation of the Learning Event.
- Facilitate discussions throughout the learning event and emphasize the key learnings of each team.

EXPERTISE AND MINIMUM REQUIREMENTS OF THE CONSULTANT

Education

- Graduate degree in Social Science, Economics, Development Studies or any other areas

Experience and competencies

- Have at least 3-5 years' relevant work experience in facilitating events
- Highly motivated and experienced in coordinating and planning events of NGOs and INGOs
- Must be confident, persuasive, and able to communicate very well in English
- Have excellent organizational and time management skills
- Excellent skill of facilitating team work and participatory process

APPLICATION PROCEDURE

Interested individual consultants must submit technical and financial proposal based on the terms of reference above clearly marked "Facilitation of Global Learning Event".

The technical proposal should include Expression of Interest, profile of the consultant including experience in handling similar assignments and a work-plan with budget.

The submissions must reach Oxfam office by 18 October 2017. Late proposals will not be accepted in any circumstances and will not be assessed.

MODE OF PAYMENT:

- a. All payment will be made through A/C payee cheque or bank transfer
- b. Vat & Tax will be deducted at source
- c. The payment will be made as per each delivery of the deliverables
- d. The payment will be made only after formal acceptance of deliverable of Oxfam EYW staff
- e. Inability to comply the works as per agreed timeline and quality will cause 2% penalty from the final payment per phase

EVALUATION CRITERIA

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

| Area | Weight |
|----------------------|--------|
| Understanding of ToR | 30% |
| Experience | 50% |
| Financial | 20% |

Only candidates obtaining a minimum of 60 points and above would be considered for