

**Consultancy for developing  
“Youth Organization Development(YOD) Training module”**

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**1. Background:**

EMPOWER YOUTH FOR WORK (EYW) project is a five year (2016-2021) global programme which is being implemented in four countries: Bangladesh, Pakistan, Indonesia and Ethiopia. The goal of the project is **“To improve economic and social empowerment for young women and men living in rural climate-change affected areas”**. It is funded by IKEA foundation and will jointly be implemented by Oxfam and its partner organizations (UCEP, RDRS, ASSEDO, CODEC and Wave Foundation). 67,000 young women and men of age 15-29 will be reached through this project. In Bangladesh, it is being implemented in 4 districts: Rajshahi, Khulna, Barisal and Rangpur.

EYW project work under three building blocks: Agency, capacity and skill; Economic Opportunities; Policy and Norms. Under first building block, in 4 project areas EYW project has developed 144 ward level youth groups, 16 Union Apex Bodies, 4 District Youth Advisory Board and 1 National Youth Advisory Board. The key responsibilities of the youth groups are to mobilize and raise awareness of communities to end all forms of violence, impact of climate change, unpaid care work, Sexual Reproductive Health and Rights; advocate with different stakeholders to take actions of youth issues, take actions to ensure proper youth economic and social empowerment.

**2. Objective of developing the YOD training module:**

To ensure EYW youth groups are formalized as youth organizations and registered under the Ministry of Youth and Sports

**3. Deliverable of consultant::**

Under the guidance and support of Oxfam in Bangladesh the following deliverables should be ensured by the consultant along with the time line

Deliverable	Key activities	Timeline	Remarks
3 days Youth Organization Development training module (both in English and Bangla)	- Meeting with Oxfam team for clarification and expectation	10 May 2018	
	- Prepare and submit the inception report	15 May 2018	
	- Sharing the draft module with Oxfam team	25 May 2018	The module should be youth friendly, include game method, innovative and cost effective
	- Feedback incorporation	1 June	
	- Filed test with 1 youth group	5 - 8 June	In Khulna, only facilitation
	- Adjust field test finding and finalize the module and submit to Oxfam	15 June	

Module with all materials	- Submit a detail implementation guideline, module and lesson book - Game kit - Tools - Lesson Book - Facilitators guide	18 June	
1 batch ToT for partner staff and youth	- 1 batch TOT for partner staffs and youth on the module and submit the final TOT report	22 June	Only facilitation.

## 5. Coverage

The module will cover 7 major systems of developing a youth organization:

1. Programme development and execution
2. Governance
3. Management systems
4. Legal identity
5. Human resource management
6. Financial resource management
7. External relations

## 6. Eligibility criteria:

The consulting firm(s) shall have available for implementation professionals with the following minimum qualification and experience.

- I. At least 3 years proven experience in developing OD training module of key consultants.
- II. At least 3 years of relevant professional experience in the area of youth economic and social empowerment
- III. Team member/members must have Master Degree in Education or Certificate/Diploma in Training and Assessment with specific focus on development of soft skill module of key consultants.
- IV. Have valid organizational registration, TIN/ Vat registration certificates

## 7. Time frame for submission:

A detail technical and financial proposal hard copy must be submitted by **30 April 2018; 5 pm** in the following address:

The package must include the registration copy of the organization, TIN and VAT registration certificate, CV of consultant(s). The technical proposal must include detail activity plan with proper timeline. Incomplete applications will be disqualified.

## 8. Application Procedure

Interested individual consultants must submit technical and financial proposal based on the terms of reference above clearly marked **“Youth Organization Development(YOD) Training module”**.

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

## 9. 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 (objectives & research methodology)	50%
Experience	30%
Financial	20%

Only candidates obtaining a minimum of 60 points and above would be considered for the final evaluation.