**Terms of Reference (ToR)**

For: Master Facilitators for delivering/ facilitating Active Citizens Training of Facilitators (ToF).

**OVERVIEW**

**THE BRITISH COUNCIL AND ACTIVE CITIZENS PROGRAMME**

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. Using the UK’s cultural resources, we make a positive contribution to the countries we work with– changing lives by creating opportunities, building connections and engendering trust. We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Active Citizens is a social leadership training programme that promotes intercultural dialogue and community-led social development. Through the programme, we bring together people with different beliefs and perspectives to learn from and share with each other. Working with our partners around the globe, we train participants in the skills and knowledge needed to affect social change in their communities. Active Citizens connects thousands of like-minded people around the world who collectively want to make a fairer and more inclusive society.

Active Citizens promotes community-led social development through building trust within and between communities and across key stakeholders. It motivates community members to take responsibility for their social needs whilst giving them the knowledge, skills, experience and networks to address them. Trust, understanding and sustainable development is achieved through:

* Improving the ability of individuals to express and negotiate their identities in an increasingly connected world.
* Improving the ability of individuals to meet their needs and those of their communities whilst recognising and valuing the needs of others.
* Building trust within and between communities.

**Objective**

The British Council is seeking to recruit Master Facilitators with expertise in delivering training, content development, module revision, contextualisation as well as sector knowledge in leadership, civil society and community development. As well as, knowledge on SDG 13,16 and 5. the key objectives of the recruitment are:

* To develop a dedicated pool of Master facilitators for delivering Active Citizen Facilitator Development training
* To ensure quality training is delivered
* Capacity building of facilitators through better mentorship

**Roles and Responsibilities of Master Facilitator**

The key responsibilities for the consultant will be following

* **Training Delivery**: Master Facilitator need to deliver six days long Active Citizen Facilitator Development training, three days long refresher training for developing new facilitators and improving the knowledge of existing facilitators coming from different parts of the country. The trained facilitators will cascade the Active Citizen Youth Leadership Training (ACYLT) in communities after having the training from master trainer. Master Facilitator also need to provide input in developing session plan of training delivery in consultation with British Council.
* **Training Content Develop**: Master Facilitator need to contribute for five days before conducting training to the participants. This time is needed to contextualise and improvise existing training toolkit as per training need (e.g. area, gender, culture, language, etc.). In addition, existing module on SDG 5, 13 and 16 need to be incorporated while designing the training in consultation with British Council.
* **Mentoring Facilitators:** Master facilitators will be liable to mentor and support the trained facilitators. After completing the training five to ten facilitators will be in touch with Master facilitators through cell phone, email, Facebook or other convenient social media. Master facilitators will be mentoring the facilitators while ACYLT will be delivered at community level and SAPs will be delivered at the community level. They will also keep monitoring the personal development plan of the facilitators and will provide necessary feedback for further development till the end of the contract.
* **Quality Assurance**: Master Trainer need to ensure that ACYLT training is delivered maintaining the standard. Master trainer would visit at least three ACYLT in different location and provide their quality input where necessary. At the time of Social Action Project (SAP) implementation Master Trainer will visit at least one SAP.
* **Knowledge sharing:** Master facilitators need to prepare report after conducting Facilitator Development Workshop, Refresher training, field visit and end year evaluation report on overall their activities, challenges, progress, learning points. Quarterly a meeting would be organised by British Council where they need to provide their insight regarding the mentoring, ACYLT delivery, field visit etc.

**Expenses**

British Council will pay fixed amount for below heads

|  |  |
| --- | --- |
| **Budget Head** | **Specification** |
| Honorarium for training contents develop | Per day basis |
| Honorarium for Training Delivery | Per day basis |
| Honorarium for field visit | Per day basis which will cover agreed rate for food, accommodation and transport) Minimum 3 visit Maximum 5 visit (with an agreement with British Council) |

**Duration**

The initial contract will be signed for a year. Later on, it may be extended based on project extension and performance. The tentative timetable of activity delivery:

|  |  |
| --- | --- |
| **Item Head** | **Date** |
| Facilitator Development training | August last week and September first week |
| Refresher Training | February last week |
| ACYLT and SAP mentoring and field visit | September 2019 to July 2020 |
| Yearend evaluation report | January 2020 |

**Terms of agreement**

The Master Facilitator will be required to confirm that S/he is legally entitled to deliver the services required as part of the agreement and that s/he will accept all liabilities outlined in the consultancy agreement with the British Council. A sample consultancy agreement is available on request. The British Council requires approved consultancy/supplier to submit proof of their financial performance and two references when providing services for the first time.

The British Council will have final editorial control and copyright over all resources and publications written in the course of the agreement. The consultant’s role and contributions will be acknowledged appropriately by the British Council. The British Council also requires the consultant to request for prior permission to re-producing or use any materials produced in the course of this agreement and to acknowledge the British Council’s copyright. This is described in further detail in the consultancy agreement.

**Assessment criteria**

The British Council is making a considerable investment in order to carry out this assessment. We expect facilitators to provide a thorough response to the call for proposals, including providing:

**Master Facilitator**

* Evidence of their technical expertise and capabilities in delivering Active Citizens training or other Youth Leadership training for capacity building;
* Evidence of developing training content, design training delivery, providing input in module development;
* Previous experience of ToT specially designed for youth capacity building;
* Evidence of knowledge and expertise is SDG 5 or 13 or 16;

Applications will be assessed using the following criteria and weighting:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Fitness for purpose (Evidence of technical expertise in capacity building, Quality assurance, particularly in youth mobilisation)** | 30% |
| **Methodology and approach (How master facilitator are going to involve with the facilitators pool, quality assurance process and contribute)** | 40% |
| **Expertise and experience on training contents development, contextualization and review** | 30% |

**Outputs**

The Master Facilitator will be expected to deliver the followings:

1. To deliver six days’ Facilitator Development training (in several phases.
2. To deliver three days long Refresher training
3. To deliver report after conducting Facilitator Development training
4. To deliver report after conducting Refresher training
5. To deliver yearend evaluation report

**Expressions of Interest**

Interested candidates are requested to send response using the **Supplier response form** provided as **Annex** to [salman.shahriar@bd.britishcouncil.org](mailto:salman.shahriar@bd.britishcouncil.org) and cc to [Bangladesh.Procurement@britishcouncil.org](mailto:Bangladesh.Procurement@britishcouncil.org) by **17 July 2019**. With Subject line “Master Facilitator recruitment AC programme”

**Tentative Timetable:**

|  |  |
| --- | --- |
| **Publishing ToR** | 09 July 2019 |
| **Pre-bid meeting** | 14 July 2019 Time: 12:00-1:00 Venue: MP-4 |
| **Response submission** | 17 July 2019 |
| **Evaluation and result publish** | 24 July 2019 |
| **Final contract** | 31 July 2019 |