

## **Terms of Reference (ToR) for Handicraft Materials Development Consultant**

### **1. General Background**

DanChurchAid (DCA)'s Education Program works with female youth and adolescents in various Rohingya camps and throughout the host community. The Education Team delivers literacy, numeracy, and life skills sessions in Women and Girls Safe Spaces (WGSS) and through a home-based approach using a curriculum designed specifically for female Rohingya youth. DCA plans to support women and girls who have completed the curriculum and graduated from the education cycle by enrolling them in a subsequent Handicrafts Skills Development Module where they will participate in sessions on a specific skill that would enable them to develop pathways to employment or even for self development activity.

### **2. Objectives of the Consultancy**

DCA is planning to develop a Handicrafts Skills Development Training Module and Materials for graduates of its Literacy and Numeracy cycle, which is a basic foundational literacy and numeracy curriculum developed for Rohingya women and girls aged 15-24. Following completion of the academic cycle, learners will proceed to experiential sessions on handicrafts skills development activities where an intake form will match students' existing and desired skills against existing local market opportunities. The consultant will work with DCA's Education Officer to develop the various skills development training materials on handicrafts items, design the accompanying teaching and learning materials according to modules that can be used in both the WGSS / in individual homes and even in a home based approach. The consultant will develop the essential handicraft materials considering that vocational skills should match both the skilled labor needs in camp context and skilled labor needs in Myanmar. The Handicrafts Skills Development Training Module and Materials will contribute to the improvement of youth women and adolescent girls' well-being and resilience by supporting their acquisition of daily practical skills sessions. Should lockdown and movement restrictions continue, the Trainer can avail remote modalities to deliver the Training of Trainers to DCA staff.

### **Specific deliverables**

#### **DCA is looking for an experienced consultant who will:**

- a) Support the Education Officer in the designing and development of the Handicrafts Skills Development Training Materials and improvise modules which should be based on the needs assessment and market analysis report such as the introduction of block, batik and tie-dye print on cloth, handloom activities, crochet activities, enhance fishing net making activities, advice on making of essential and useful handmade several bamboo scans and baskets items activity etc.
  - i. Consultant will submit a detailed work plan following coordination meeting with the Education Officer.
  - ii. Develop Handicraft material (samples for modules) for Handicraft Skills Development Training
  - iii. Improve existing modules and session plans/add topic based on needs assessment
  - iv. The Handicrafts skills development training modules and materials should be serving as a training guideline for facilitators.
  - v. During lock down time the work plan and activity will be executed by distance training. The trainer can provide TOT sessions to DCA team through online sessions.

- vi. As final manual and field facilitation session guides, the session can be onwards and deliver through remote online theoretical and video sessions.
  - vii. Consultant will ensure the developed Handicrafts Skills Development Training Module and Materials are accepted and aligned with respective ministry standards or relevant department.
- b) Design and develop the Handicrafts Skills Development Module Training for DCA Staff
- i. Deliver training to DCA Education Team on how to deliver the training modules and accompanying materials
  - ii. Deliver training on Handicraft to DCA facilitator (the topic on what the facilitators are not experts in)
  - iii. Consultant will develop a facilitator guideline on how to deliver the training sessions.
  - iv. Consultant will organize a workshop to review the modules with the Skills Development Facilitators

### **3. Location, preliminary schedule and consultancy fee**

The assignment would take place in the following locations over a period of 22 days:

- Camp (4UU, 4oo, 9 and 17)

#### Preliminary schedule:

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| ● Advertisement   | 1 week  |
| ● CV screening and nomination   | 2 days  |
| ● Selection of consultant   | 1 day   |
| ● Contract signed and camp visit  | 1 day   |
| ● Improve the existing modules and session plans and develop sample materials   | 10 days |
| ● Provide training to the facilitators on supporting teaching and learning of Handicraft materials  | 5 days  |
| ● Conduct a field test on the applicability of the modules  | 2 days  |
| ● Organize a "Finding Flaws" workshop on the modules and materials  | 2 days  |
| ● Compile report on visit, training, workshop, material development, findings Including consultants' suggestion for further Handicraft skills development training. | 2 days  |

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#### Consultancy fee:

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| ● Field Visit   | 1 working day   |
| ● Support the development of handicrafts materials and module | 10 working days |
| ● Staff training activities                                   | 5 working days  |

- Oversee the implementation of the test on the applicability of the Modules 2 working days
- Organize a workshop on the modules 2 working days
- Reporting 2 working days

#### **4. Qualifications and skills**

- Proven track record of designing and working with market assessment tools leading to market-based opportunities for the adolescent girls and youth women vulnerable groups.
- Sound knowledge of opportunities and barriers of youth women and adolescent girls face in obtaining vocational skills and involvement in micro-enterprises (Camps and Host Communities context).
- Experience in developing training modules, materials or curricular items related to handicrafts vocational skills development
- Expertise in conducting survey or pre-field test on the applicability of the modules on Handicrafts Skills Development Training Module and Materials developed are feasible to implement by adolescent girls and youth women.
- In depth understanding of the humanitarian situation related to the Rohingya influx in Cox's Bazar District.
- In depth understanding on Chittagonian or if possible, in Rohingya dialect to understand.
- Excellent written skills in English language and Microsoft word.
- Excellent communication skills in Bangla and written skills in Bangla

#### **5. How to apply**

Qualified candidates (or teams) are encouraged to submit their applications to: e-mail: [prob@dca.dk](mailto:prob@dca.dk) by June 20. The application should include:

- CV
- Technical proposal of up to 5 pages (a detailed proposal will be part of the assignment)
- Proposed budget (the total assignment fee in Bangladeshi Taka, inclusive of all incurred costs and taxes for 22 working days)
- One sample of conducting relevant previous work
- One sample of handmade handicrafts making procedure to understand capability
- Three reference contacts