

Danish Refugee Council (DRC), Bangladesh

Term of Reference (ToR) for Consultancy Services For Technical Delivery on Sewing Training for selected women Beneficiaries in Cox'sBazar

Location of the assignment: Cox's Bazar (Camps and Host communities of Ukhiya)

Duration: Two batches of training (10 day-long/batch) (by Early November 2020)

Responsibility: Danish Refugee Council (DRC) is responsible for overseeing the assignment along with consultancy and consultant will report directly to DRC

Main Counterparts: Livelihoods Sector/ Programmes

1. Background:

The Danish Refugee Council (DRC) is working to improve the livelihoods of the host community people and the refugee population in the targeted areas of Ukhiya and Kutupalong Camps. This piece of activity/ training on tailoring of the project will support host community dwellers and Camps especially selected women to contribute to family income and to boost up their confidence in economic development. As DRC works to ensure protection and to assists these vulnerable people especially women to live a more secure life we aim to meet specific needs for these women. Tailoring training will be a source to meet their needs. Expert consultants/trainers will be hired to train these women. A group of selected women from host and refugee will be trained and increase their capacity in this training. A total of selected 40 female participants will be taken in this training by batches. One batch will be comprised of 20 participants. Participants have already selected from Palongkhali and Rajapalog union and Camps 8E under the Ukhiya sub-district. The participants will receive a 10-day long hands-on training but handy and market-friendly technologies by a group of experts at a suitable venue of Ukhiya. The trained participants will carry out the skill & knowledge and make a work plan for the entire year including marketing exploration. DRC will continue to monitor the activity and facilitate to backstop services. DRC has a plan to develop a tailoring group by these trained women (only host) and will link with designated local traders/vendors for the exploration of market facilities. However, the training concept designed of the following objectives in mind where after completion of the training the participants will be able to:

- i. gain knowledge and skill which make them self-confident on sewing
- ii. operate a sewing machine and making different types of products smartly.
- iii. handle small scale troubleshooting of the sewing machine and its accessories
- iv. utilize the skill and improve their livelihoods through earnings by tailoring business
- v. contribute to create employment and develop skill on market linkage on tailoring

2. The Participants/Trainees and batches and duration:

Initially, we are planning for one batch training with 20 host community women participants of Rajapaong/Palongkhali union under Ukhiya sub-district Cox'sBazar. ***It is designed for 10-day long training/ batch for 2 batches (20 from the host community and 20 from Camps).***

3. Training Methodology:

The above-mentioned selected participants by DRC– 40 selected participants in 2 batches have been considered under this training approach as piloting- 20 from the Host community and 20 from Camp. **Participants will be selected considering DRC's selection criteria- vulnerabilities criteria- from adjacent to the refugee camp areas/camps those who are interested but have no/limited experience on tailoring.** The selected women will receive a 10-day-long training with a prescribed module by hired experts. A group of hired experts on the specialized field will facilitate

the entire training program while one of the DRC staff/Livelihood Officers will also facilitate as a local resource person to manage the batch. The agreed session plan and the module will guide the entire training session. The training sessions duration will be from 09:00 am to 04:00 pm daily. Local UNO and CIC (designated) will also be invited to visit and present the opening & closing sessions to motivate the participants on this training. A hands-on learning approach/ methodology (adult learning approach) will be applied in the training sessions- lecture, demonstration, visual, group dynamics, and role-playing as common. A pre and post assessment will be done in the training. Necessary training materials will be ensured before starting the training/sessions. Visibility also is ensured during the training period. Necessary logistics /training materials, food, and participants' daily allowances will be provided by DRC for the training days for the participants. Tentative training contents are described below for **Skill Development Training on Sewing/Tailoring**.

1. Main focus/Methodology: Understanding, learning, Commitment, and Action
2. Problems and opportunities for Participating in such training
3. Group dynamics & Leadership and management of a Professional Group
4. Technical sessions as per standard /agreed Module
5. Develop Action Plan- individual and group
6. Developed Plan Implementation, Monitoring, and Evaluation

4. Specific objectives of the Consultant/facilitator(s):

- To analyses the context, participants profile, DRC's livelihood strategies for compliances in the training.
- To design a market-friendly handy training module/curriculum based on the availability of resources and participants profile
- To sit and discuss with DRC's livelihoods team on finalization of modules and planning together for effective delivery well in advance to start the training.
- To facilitate and conduct the whole technical sessions as per the agreed commitment
- Act as a key master facilitator for tailoring training.

5. Key Deliverables:

The key variables will be:

- Finalize and submit the handy but market-friendly final training module for 10-day -long course to DRC a week before starting the training and start the training agreed by both parties
- Technical delivery should be hands-on learning considering training norms and values
- Deliver the technical sessions for two batches training (10 days/batch) on sewing based on agreed module at field level organized by DRC.
- The assignment completion report shall be submitted in an electronic version
- Submit the final report of the assignment along with key findings and recommendations for future intervention as per the proposed reporting outline by DRC

6. Proposal Submission Guidelines:

Interested national Trainer/ Facilitator with the relevant experience are requested to submit their technical proposal (along with a draft module for 10 day-long) and financial proposal and one sample of previous work related to this assignment on or before **6th October 2020**, through email subject to " Proposal on Technical Training delivery on Sewing in Ukhiya".

6.1 Technical Proposal Outline (Recommended)

For Individual Trainer /facilitator

- Profile of Lead Training Facilitator (details CV)
- Training Assistant/associate member (s) short CV highlighting relevant tasks or assignment
- Relevant documents on experiences
- Draft module for 10 day-long

Technical Management:

Danish Refugee Council is responsible to oversee the Assignment along with the Consultants/ facilitators. The Consultants will report directly to DRC. Danish Refugee Council Livelihood Manager would be the contact point during the consultancy period. DRC reserves the right to decide any other work locations of the consultant as necessary during this period after mutual agreement/discussion.

Financial and Technical Proposal:**Details budget with the breakdown to conduct the assignment as following;**

- Consultancy fees of the key facilitator and team members for the whole package.
- Overhead (if any)

Financial arrangement:

The key facilitator/ consultant will be given the agreed money as a daily allowance or as a package along with daily transportation allowance with snacks and lunch. Please note that the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal. The consultant will not be entitled to any other benefits. Payment will be made after making necessary deductions as per the DRC policy.

Payment shall be ten (10) working days in BDT 100% after the presentation of an invoice and signed Certificate of Completion of Services. An invoice must be submitted for all payments. The payment will be released as per mutually agreed terms.

6.1.2 Selection Criteria

| Criteria | Weighting |
|---|-----------|
| Understanding of ToR (including proposed work plan) | 10% |
| Proposed Training Module | 30% |
| Relevant experience and skills of the proposed team members (not more than 3) | 30% |
| Availability and Budget Efficiency | 30% |

7. Duration of the training and possible dates

The training will be arranged as per below-expected dates but may diverge due to Government Covid-19 guideline/decision:

- 1st Batch (20 female participants): 15-26 October (excluding Friday) -10 working days
- 2nd batch (20 female participants): 28 October- 08 November 2020(excluding Friday)-10 working days

Timeline for the action

- Project document review and briefing with the technical team: As per the technical proposal
- Modules designs and finalization: As per the technical proposal
- Training delivery: As per the technical proposal
- Draft Report: As per the technical proposal
- Final report submission: As per the technical proposal

9.Required skill and experience of the consultant /consultancy Firm

- The key consultant has to have the experience of tailoring training for at least 5 years.
- The role of the trainer/consultant is to develop a skill in participants of this training.
- S/he has to have the experience and knowledge of similar kinds of assignments.
- S/he will also be responsible for designing a training module for the beneficiary along with identifying potential market opportunities for the products.
- S/he has to ensure the proper maintenance of sewing machines which will be given to the participants.
- The consultant (s) also have:

- Proven knowledge on contributing/limiting factors for successful training program implementation such as participatory training approach, adult learning methodologies, vulnerable women groups, market system, value chain &, market mapping, etc.
- Have experience/proven knowledge in tailoring enterprise
- Have good knowledge in the field of tailoring as an income-generating / livelihood activity as well as in the context of emergencies/ critical periods like a Covid-19 crisis.
- Have the good motivational skill and familiar with adult learning approaches
- Should have a previous successful record of accomplishment of doing a similar assignment
- Good knowledge of the current context of Cox's Bazar district.

9. Follow Covid-19 regulations by Government

Consultants have to abide by the rules and regulations of the Government of Bangladesh on the Covid-19 crisis and follow strictly in every step of implementations considering limitations/restrictions due to Covid-19 affects just after signing the contracts with DRC.

10. Commitment:

Consultant/Consultancy Firm is agreed that during this assignment period. he/she will provide sincere support to the Danish Refugee Council as per agreement. This consultancy can be terminated by either party by giving written notice of termination 5 days' notice period in writing.

If the above matches your understanding, we would request you to send the application, technical proposal, financial proposal (budget) with valid documents **by 6th October 2020 to** the following contact:

Danish Refugee Council (DRC) Bangladesh, Sayman Heritage Residence (1st Floor), Sayeman Road, Baharchara, Cox's Bazar, 4700 Bangladesh in a closed envelope marked as (EOI- The Tailoring Training for Alternatives livelihoods, DRC, Bangladesh). Email: bgd.procurement@drc.ngo

11. Property rights

The ownership of the study data set, draft, and final project proposal belong to the Danish Refugee Council. The assessment document shall not be shared with any other agency or body. Intellectual Property Rights: all documentation related to the Assignment (whether or not in the course of the evaluator's duties) shall remain with DRC.