**Request for Proposal (RFP) for**

**Undertake training on new technology for one month training on Beautification**

**“Empowering Women and Building Sustainable Livelihood in Urban Bangladesh*”-*project**

Dushtha Shasthya Kendra (DSK), H#741, R#9, Baitul Aman Housing Society, Adabar, Dhaka-1207

**Terms of Reference (ToR)**

1. **Background:**

**“Empowering Women and Building Sustainable Livelihoods in Urban Bangladesh*”*** is a project led by Oxfam in Bangladesh, fundedby John Lewis Foundation (JLF). The project is designed to support vulnerable communities in urban slum areas in Dhaka & Gazipur districts from where John Lewis operate their supply chain operations.

The major aim of the project is to “**Empower women and girls gradually in urban slums to challenge social norms for their sustainable livelihood**”.

With the support of Oxfam, partner organization “Dustha Sasthya Kendra (DSK)” has established four “Women Learning and Empowerment Centers (WLECs) in four urban slum areas in Dhaka (Kamrangirchar & Bauniabadh) and Gazipur (Board Bazar & Hotapara). These four WLECs will provide direct support to 3000 number of Women Home Based Workers (WHBWs) and indirectly to 25000 community people including RMG workers, women, girls, boys etc.

Through these four centres the project is aimed to **create space for women to empower and gradually to challenge social norms for their sustainable livelihood.** To achieve the aim, both the Oxfam and DSK observed that skill development training and business management skill is necessary among the targeted beneficiaries.

For this reason, Dushtha Shasthya Kendra (DSK) is intended to provide **Undertake training on new technology for one month training on Beautification** to 35 women home based workers. This training will help to enhance technical capacity of women home based workers to develop women as an entrepreneur and involve into business.

1. **Objective of the assignment:**

The objective of the assignment is to organise and facilitate 14 days long training on **‘Beautification’** for 35 number of the women home based workers those who are involved with or interested to do the Beauty Parlour business. At the end of the training we are expecting that the participants will have a clear understanding about:

* Technical knowledge on **‘Beautification’** and preparation of different type **services of ‘Beatification’.**
* Acquainted with current market demand and system to run the business.

**1.1 Specific Objective:** The specific objective of the assignment is given below:

* Provide training on new technology on **‘Beautification’** to 35 Women Home Based Worker (WHBWs)
* 35 Women Home based Workers will be well trained on various type beautification services; like-

1. 3 type Facial (Herbal, Whitening and Gold Facial)

2. Eye brow plucking,

5. Party Make-up,

6. 5 type Hairstyle, (different types of bun, bread etc.)

7. 3 type Hair Cut etc (step, layer, bang)

Total 13 items.

1. **Key Deliverables of the training organization/institution:**

* Training organization/institution will provide 14 Days long training on new technology on **‘Beautification’** to 35 women home based workers.
* Training will be facilitated in the Beauty Parlour as it is on the job training (needs to learning by doing).
* Training organization/institute will provide complete training module (In Bangla language) after providing training to the women home based worker.

**Module will contain:**

* Different type of Beautification services/styles.

1. **Scope of the Work:**

To arrange the training,

**The training organization/institution will be responsible to:**

1. Provide training facilitation support.
2. Provide logistics for providing training.
3. Provide training module to the participant.
4. Training report after completion of training.

**DSK will organize:**

1. Ensure effective participation of 35 WHBWs for 14 days.
2. Ensure WHBWs food and transportation for 14 days.
3. Provide printing materials, folders and other support for training.

**Activity Schedule**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL** | **Activities** | **Days** | **Contents** | **Remarks** |
|  |  |  |  |  |
| a. | Beautification training (technique to provide different beautification services):   * Training to 35 women home based workers (8 or 9 women home based workers per batch) * Training module * Training report * Logistic materials for providing training | 14 Days long training | Techniques for different types of beautification services  1. 3 types of Facial (Herbal, Whitening and Gold Facial)  2. Eye brow plucking,  5. Party Make-up,  6. 5 types of Hairstyle, (different types of bun, bread etc.)  7. 3 types of Hair Cut etc. (step, layer, bang) | 35 Women Home Based Workers will get the training. |

1. **Deliverables and Timeline:**

* **Timeline:** 1-14 November 2019
* **Possible district for arranging training:** Dhaka (Kamrangirchar and Board Bazar) and Gazipur (Hotapara & Board Bazar)
* **Specific Activities of the Training Organization/Institution:**
* Training Organization/institution will share technical and financial proposal.
* Training Organization/institution will share content list.
* Training Organization/institution will share draft module.
* Final draft will be submitted to DSK.
* Training Organization/institution will provide training to 35 women home based workers on Beautification training (8 or 9 women home based workers will be in one batch).
* Four batches tailoring training will be held by 1-14 November 2019 in Kamrangirchar, Bauniabadh in Dhaka and Hotapara and Board Bazar in Gazipur.

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Timeline** | **Remarks** |
| Technical and financial proposal | By 20 October 2019 | By Training Organizations |
| List of contents for training module | By 20 October 2019 | By Training Organizations for reviewing by DSK & Oxfam |
| Draft Module | After confirmation for providing training | By Training Organizations for reviewing by DSK & Oxfam |
| Final module | During training | To DSK for printing and distribution. |
| Provide Training on Beautification to 35 women home based workers | By 1-14 November 2019 | 4 Batches training will be conducted for four WLEC (Kamrangirchar, Bauniabadh in Dhaka) and (Hotapara and Board bazar in Gazipur) |

**7. Terms and Conditions:**

The consultant is expected to submit a technical and financial proposal for the work with number of similar kind of developed before.

**8. Required skills and Experience:**

* At least 5 years working experiences in training module development, training facilitation.
* Working experience with development organization/INGOs (minimum two references need to submit with proposal)
* In-depth knowledge and understanding of women economic empowerment issue & entrepreneurship development

1. **Costs:**

* 2-3 pager brief on organization profile with similar experiences,
* A detailed activity plan considering deliverable,
* DSK will provide total training cost including VAT & TAX to the training organization.
* All payment will be process in account pay cheque
* Final payment will be provided after completion of training and after receiving final report.
* DSK will pay VAT and Tax as per the government policy on the total bill after deducting at source.

**Submission of Proposal:**

ISSUE DATE : 13th October 2019

RFP CLOSING DATE AND PLACE : 20th October 2019, Dhaka

SOFT COPY RFP TO BE SUBMITTED TO:

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