

Terms of Reference (ToR)

Title: Life Skills training (hands off) for adolescent and youth of plainland Adibashi, Dalits and other marginalized communities

1. Background:

Bangladesh has a large youth (15-29) and adolescent (10-19) population with roughly one-third of its total population struggle with resilience and soft skills, facing high unemployment rates, leading to emotional issues, low job prospects, and vulnerability, skill gaps, with a lack of quality education exacerbating these challenges due to the socioeconomic issues, quality of education and other vulnerabilities including lack of soft skills or cognitive skills. HEKS/EPER acknowledges that ensuring wellbeing is not possible without access to education, both formal and informal to address the gap in providing education to children and there is a huge portion of youths who are considered NEET (Not in Education, Employment, or Training). Without integrating adolescents and youth into education (formal/ informal) or employment, the sustainable development goal (SDG) targets or national targets are impossible to achieve.

In Bangladesh, HEKS/EPER has been implementing its country programme, with one of the major objectives of enhancing the socio-economic and cultural well-being of the Dalit, Adibashi, and other most marginalised communities in the north-western region of Bangladesh, targeting Thakurgaon, Dinajpur, Kurigram, Chapai Nawabganj, and Naogaon districts. Adibashi and Dalit communities face extreme social stigma and exclusion, which affects their socio-economic, cultural and general well-being. Due to the impacts of climate change, the vulnerability of these communities has been further exacerbated as they are losing their work opportunities and productive days.

The initiative focuses on economic recovery, skill development, education, child protection, and resilience for the plainland Adibashi, Dalits, and other most marginalized communities. One of the main purposes of the life skills training for the adolescent and youth is to empower them to address deep-rooted discrimination, limited opportunities, and social exclusion, equipping them with problem-solving, critical thinking, and vocational skills to overcome poverty, improved health, challenge social norms (like child marriage), and participate fully in society. The trainings will help bridge gaps left by traditional education and promoting inclusive development through their improved cognitive skills or ability.

Objectives of the Assignment:

- Design and develop a comprehensive training module on life skills
- Capacity development of community adolescents, youth and youth CLLC facilitators to gain knowledge, skills and attitude through the core components of life-skills, with special consideration to identify gaps and build self-confidence & self-esteem, communication skills, developing resilience, and to make choices in TEVT, education & careers.



- Conduct five batches of training sessions for approximately 150 adolescents, youth and youth facilitators over five (05) days per batch.

3. Deliverables:

The consultant will be expected to produce the following deliverables:

- Conduct Training Needs Assessment (TNA) with the filed level project volunteers, selected adolescents, youth (who received TVET or will be selected for TVET) and youth facilitators of CLLCs for contents finalization after signing the contract/agreement and submit report to HEKS/EPER accordingly.
- Design training contents, schedule, plan based on the need assessment report.
- After approval of the contents, draft training module will be developed and submitted to HEKS/EPER. HEKS/EPER will review the module and give feedback to the consultant after receiving the draft module.
- Produce the final training module and share to HEKS/EPER.
- Conduct five (05) days of five (05) batches of life-skills training with 150 project participants outside of Dhaka at the implementing partners (IP) locations (Naogaon, Thakurgaon & Kurigram districts) for strengthening the knowledge, skills and attitude of the adolescents, youth and youth CLLCs facilitators.
- Submit a final post training report and a comprehensive report summarizing outcomes, lessons learned, and participants' feedback and recommendations and sustainability insights of the assignment.

4. Methodology and Approach

The consultant should apply participatory and experiential learning techniques such as group work, role-play, simulations, and reflection. The approach should be inclusive, gender-sensitive, and contextually appropriate for Dalit, Adibashi and marginalized youth. A draft training design and schedule will be reviewed by HEKS/EPER before implementation.

5. Framework of Mandate Implementation and Timeframe:

Mandate

- Design module on Life Skills for adolescents and youths of the project participants.
- Conduct a five-days (05) life skills training for five (05) batches with 150 adolescents and youths from the project participants families.
- Strengthening life-skills (hands off skills) knowledge, skills and attitude of the adolescent and youth
- The training will be conducted at the field location of HEKS/EPER (north-western part of Bangladesh)

Timeframe and deadlines



The assignment will be conducted over a period of two and a half months (75 calendar days) from the date of agreement signing. The tentative timeline would be:

- Inception report: within 03 days of signing agreement.
- Training Need Assessment (TNA) and report finalization: within 12 days of the assignment.
- Training contents, schedule & draft module submission: within 25-27 days of agreement signing.
- Completion of the training conduction: within 70 days of agreement signing.
- Post training and final report of the assignment: within two and half months of the assignment

Contact Person Briefing and Debriefing:

- The consultant(s) will work under the supervision of the HEKS, Bangladesh country office and regular coordination will be maintained with the focal point through virtual/in-person meetings, as needed.

6. Rate and Expenses:

Payments will be based upon the following: a total proposed budget for the work including vat and tax. Whereas 15% will be paid upon signing the contract. 30% will be paid upon submitting the first draft. 55% will be paid after completion of the assignment.

7. Expected Background and Experience

- Master's degree in education, Social Science, or relevant field.
- Minimum five-seven (5-7) years of experience in training facilitation, module development, and especially life skills education.
- Proven experience working with marginalized communities (Dalit and Adibashi).
- Strong understanding of inclusive education, gender sensitivity, and child protection

8. Intellectual Property Rights

All materials, reports, and modules developed under this consultancy remain the property of HEKS/EPER. The consultant shall not reproduce or distribute any material without written permission.

9. Risk Management

The consultant should identify potential risks (e.g., delays, participant availability, or logistical issues) and propose mitigation measures in the work plan.

10. Child Protection and Safeguarding

The consultant must comply with HEKS/EPER's Child Protection and Safeguarding Policy. All interactions with children or youth must ensure safety, dignity, and confidentiality.



11. How to apply:

Interested person/agencies/consultant firms are requested to submit through email recruitment_heks_bd@outlook.com, cc to md.rakibuzzaman@heks-eper.org Addressed to the Chair, Procurement committee the following documents must be submitted on or before 5:00 PM, 31st December 2025. Two separate proposals need to be submitted-

- **Technical proposal:** Consultant's/Firms CV and profile (maximum 2 pages) highlighting background task of the assignment, proposed methodology, approach, facilitators/expert, timeline, and action plan of the assignment and other.
- **Financial Proposal:** The quoted price must be in BDT and inclusive of all applicable VAT and taxes. VAT and Tax will be deducted at source as per govt rules. The proposal should include the team composition, number of consultant(s), designation of lead and associate consultants (where applicable), their CVs, and a detailed breakdown of the proposed budget.

Documents need:

- Copy of NID, TIN Certificate, trade license & VAT registration (in case of organization for trade license & VAT registration).

Note: HEKS/EPER reserves the right to cancel or suspend any application or procurement process at any stage without providing any reason. HEKS/EPER has a zero-tolerance policy to all forms of sexual exploitation, abuse, and harassment for all people and children in our project participants. We are committed to acting ethically and with integrity and to implementing and enforcing effective mechanisms and controls to ensure that sexual exploitation, abuse and harassment are not taking place anywhere in our programs, partnerships or any of our vendors or supply chains.