

**Manusher Jonno Foundation (MJF)
Terms of Reference (ToR)**

for

Life Skill Session Manual Development

1. Background

Youth and Social Cohesion is one of MJF's five program areas under Excluded People's Rights in Bangladesh program. The goal of the Youth and Social Cohesion is: Young people have opportunities to become active citizens and agents of progressive change. Currently Bangladesh is passing through a phase called 'Demographic Dividend' where 60% of the total population is between the age of 16 to 35 years. In this context, the need of Life skills is enormous for every individual to deal effectively with the demands and challenges of everyday life. This is more applicable for the youth who are the potential contributors to the development of a country. In Bangladesh they are loosely grouped into three broad categories of skills: cognitive skills for analyzing and using information, personal skills for developing personal agency and managing oneself, and inter-personal skills for communicating and interacting effectively with others. However, Youth and Social Cohesion program has special attention on life skill issue so that the youth can contribute positively in society.

Objective:

The overall objective of developing the manual is:

1. To use the manual as a facilitation tool for conducting life skill session
2. To have a document that correspond with the practical needs of the youth
3. To build the capacity of the potential youth to be active citizens

2. Scope of Work:

- Reviewing the existing documents
- Exploring the need of the project beneficiaries through partner organizations
- Drafting the manual
- Validating at field (project locations)
- Peer de briefing with experts with the first draft

3. Possible Issues Covered in the Module Content:

**Potential
Session content**

1. Active citizenship

- a. Basic human rights including youth rights and community rights
 - b. Roles and responsibilities of citizen
 - c. Women rights and gender-based violence (dowry, child marriage, reproductive health, sexual harassments)
 - d. Involvement in socio-cultural activities
 - e. Democracy and local governance (identifying legal support point, GD, FIR)
2. Leadership skill development
 - a. Networking and persuasion (grassroots advocacy, lobbying) skill
 - b. Self-awareness, self-confidence building
 - c. Creative thinking and problem solving capability
 - d. Interpersonal communication and effective body language
 - e. Public speaking skill
3. Volunteerism in positive social action
 - a. Group mobilization for addressing social issues
 - b. Design community development intervention
 - c. Protest, movement, and prevention (drug abuse and gender violence, day observance)
 - d. Environmental safeguard (cleanliness, drainage system, primary healthcare, water, sanitation, nutrition)
4. Employment opportunity
 - a. Career planning and preparing CV
 - b. Vocation training for job market (ICT, electrician, RMG, etc.)
 - c. Online training
 - d. Entrepreneurship & Financial Management
5. Preventing violent extremism
 - a. Safe use of social media and gadgets
 - b. Stress management, Mental Wellbeing- Psychosocial & Psychosexual counseling/support
 - c. Peace, tolerance, and social cohesion
6. Representation in the national forum
 - a. Participation in decision making process

4. Methodology:

This will be practical needs based life skill manual that incorporates the demand of the youth belong to both rural and urban settings. The consultant will use the data derived from the field. The content has to be easy to conceptualize and use in the sessions in a certain time limit. Session length will be 1.5- 2 hours.

5. Timing:

May 25- July 01 10, 2019

6. Deliverables:

1. Life skill session manual (in Bangla)
2. Three mock sessions
3. Short version of the final Manual
4. PPT on the content (15-20 slides)

9. Payment of the External Consultant/organization

MJF will pay remuneration of external consultant/organization subject to timely and satisfactory completion of the contracted job through following installments. All the payments will be made through account payee cheque. VAT and Tax will be deducted from the payment as per government circular.

Sl.	Installments	Deliverables	Remarks
1.	1st (30%)		To initiate the study Literature review and final questionnaire
3.	2 nd (30%)	1. Draft Life Skill Manual 2. Three Mock Sessions	The draft version will be shared with MJF
3.	3 rd (40%)	1. Final Manual 2. Short version of the final Manual 3. PPT on 15-20 slides	The payment will be given once MJF Team is satisfied with the quality with the deliverables.

9. Budget (Financial part of the proposal)

All cost should be quoted in BDT. The budget of the tasks should be broken down in detail as per convenient format. It should be presented in parts as per following format. Also this summary budget information should be inserted in the Front page of technical proposal. The detailed budget should be in the annex.

Category	Total (BDT)
A. Consultancy fees	
b. Miscellaneous (stationeries, printing, etc)	
c. VAT and Tax	
d. Total	

10. How to apply

Interested consultant/team/firm are requested to submit proposals on or before May 20 to Manusher Jonno Foundation House # 22, Road # 4, Banani, Dhaka – 1212 or e-mail to iftekher@manusher.org.

11. General Terms and Conditions:

Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. MJF reserves the right to unilaterally terminate the contract if:

1. The External Consultant/organization cannot fulfill any clause of Terms of Reference.
2. The External Consultant/organization cannot submit their reports within the specified time.
3. Any document, information or data entrusted to or produced by the External Consultant/organization in connection with this assignment shall be strictly confidential and cannot be used by the external consultant/organization for any other purpose without the written consent of the MJF authority. This provision shall remain valid even after the completion of this assignment.
4. In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.