<h1 style="color:green; text-align:center">Terms of Reference (ToR)</h1>

<p style="text-align:center">For</p>

Hiring an agency/consultancy firm to organize a Job Fair for Inclusive Livelihood opportunity for Covid-19 affected households in three districts of Bangladesh" project,

Implemented by - Muslim Aid-UK Bangladesh Country Office (MABCO)

1. Project Background

In cooperation with the Government of Bangladesh, Muslim Aid-UK Bangladesh Country Office (MABCO) is implementing a project with aims to strengthen the training market, leading to better skills development and employability for 1,510 community members particularly for the young, women and disadvantage people who have lost their job during the pandemic through offering occupations such as Computer Operation, Computer Office Application, Freelancing, Ecommerce, Digital Marketing, Graphic Design, Driving, Mobile Phone Servicing and help them to increase access to livelihood outcomes. The project is also providing entrepreneurship support to selected high performing graduates to start innovate businesses and improve their long-term socio-economic status; and cash grant support to 100 vulnerable families.

2. Rationale for organizing the Job Fair

The National Skills Development Policy is a comprehensive policy to guide the skill development strategies of both public and private sectors through improved coordination of all parties involved in education and training in Bangladesh to ensure quality, demand-based skills development. Linkage within demand supply linkage is also emphasized for creating more job opportunity with the relevant sector. Thus, the project is planning to organizing a Job Fair to contribute for creating linkage within employers, graduates and sector actors for ensuring decent job for economic empowerment.

3. Expected outcome of the Job Fair

It is expected that, at the end of the after facilitating this job fair following two outcomes will be achieved:

3.1 Graduates of this project will sensitize/aware about the **relevant job opportunities** including employers available in the market and a number of graduated will get employed.

3.2 Relevant Employers will be sensitize/aware about the formal Skills Training and certification process of this project and will be **interested to recruit** them within their industry.

3.3 Other stakeholders i.e. Bangladesh Association of Software and Information Services (BASIS) BASIS, IT Industry Skill Council (ITISC), BTEB will be sensitize/aware regarding the project activities so that they can contribute to the employment.

4. Objectives

A Job Fair is an event where a number of employers and job seekers come together for the purpose of applying and interviewing for jobs. Defined more precisely, a Job Fair is an employment strategy to fast-track the meeting of job seekers and employers.

4.1 **Employers' perspective:**
- Able to meet a large # of prospective employees without an interview.
- Advertise their organization to graduates and different stakeholders.

4.2 **Graduates' perspective**
- Aware about the job opportunities in their field
- Build network within the industries and share about their interests

4.3 **Other stakeholders' perspective**
- Relevant sector actors will aware about the relevant activities in IT sector.
- Opportunity to facilitate the demand supply linkage in this sector.

5. Responsibilities of the Event Management Firm – Tasks

The Event Management Firm will carry out the following tasks:
- ✓ Organize a venue for a half day in consultation with Livelihoods team
- ✓ Design and print a banner and backdrop under supervision of Livelihoods team
- ✓ Design &print communication materials, invite guests and conduct marketing of the fair
- ✓ Ensure commination with relevant employers, stakeholders from ICT, BTEB, industry and other educational & training institutions; final communication will be made by Employment Officer-Muslim Aid UK Bangladesh Country Office, with follow-up by the agency.
- ✓ Prepare the stall and decorated the stall in accordance the require of employers and trainees.
- ✓ Providing logistics support
- ✓ Supporting with the corporate and incorporate the all activities
- ✓ Arrange tea and lunch for guests
- ✓ Take photos of all participants for report
- ✓ Prepare the full transcript with name/designation/photo of each participant and verbatim what they said (from transcript recording) and translate to Bangla
- ✓ Secure one full page of coverage in any remarkable daily newspapers.
- ✓ Circulate press release (Muslim Aid to write) to all other newspapers
- ✓ Translate press release
- ✓ Keep record of attendance of participants, resource persons, guests in the workshop
- ✓ Preparing and submitting the event report.
- ✓ Describe and perform the operation accordingly the guideline and policy of Muslim Aid

6. Outputs/ Deliverables:

The Contractor will deliver the following outputs:

- ✓ Half Day event in mutually agreeable venue attended by number of guests
- ✓ One-page coverage printed in newspapers
- ✓ Press release translated and circulated to other papers/media
- ✓ Detail event report with photograph

7. Responsibilities of Muslim Aid UK Bangladesh Country Office
- ✓ Provide technical support in workshop
- ✓ Identify relevant participants
- ✓ Engage a moderator from MABCO to facilitate
- ✓ Pursue chief guest and liaise with other participants to ensure attendance.
- ✓ Write press release

8. Budget
In addition, need to distinguish between fixed and variable costs to forecast a budget for organizing the Job Fair effectively. Please submit a budget including all expenses itemized:
- ✓ Job Fair event fee – banner, venue, invites, food
- ✓ Newspapers and other print media page fee
- ✓ Logistics cost
- ✓ Any other fees

9. Payment
Payment will be made on completion and satisfactory delivery with organizing the fair effectively and submission of the report and necessity.

10. Timeframe
Tentative Event Date: on or before 20th of October-2022

Time: Half Day Event

(The task force should set the date considering the budget and staff constraints, and realistically assess the minimum time needed to organize the event properly. Also, the date should be selected in a way that ensures that the organizing team will be available on the selected date.)

11. Submission of the Proposal
Interested Event Management Agencies are requested to submit their **Technical in line with the ToR and Financial Proposals** through **e-mail to bangladeshprocurement@muslimaid.org.bd**

Interested Agencies should include the name and detail contact address of the team members with organizational profile. Detailed CVs with 2 professional referees of the team members should be included in the annexure of the technical proposal.

The deadline for submission of the Proposal is 28th September 2022.