



## Terms of Reference

<b>Job title</b>	: ToT on facilitation skill to youth for Empower Youth for work Project
<b>Contract type</b>	: Individual or Consultancy Firm Service Agreement
<b>Duration of assignment</b>	: 50 days
<b>Contracting Authority</b>	: Oxfam in Bangladesh

### **1.BACKGROUND**

Under the pillar of Economic Justice and Resilience, Oxfam in Bangladesh is implementing the Empower Youth for Work (EYW) Project. It is a 5-year project being funded by IKEA Foundation and implemented in Bangladesh, Pakistan, Indonesia and Ethiopia. The overall aim of the EYW programme in Bangladesh is improved economic and social empowerment for young women and men living in rural climate-change affected areas.

The project aims to provide support to 57998 direct beneficiaries, focusing on women from targeted townships and communities in Bangladesh to improve their economic and social resilience to climate extremes. The target group of the project consists of young women and men, community members, policy makers, government representatives and private sectors actors. The main target group is young women and men of aged 15-29 residing in rural climate vulnerable areas. An estimated 40% of the youth population in this age group is not in the labour force of the country. 74% of youth not in the labour force is female; these women are primarily engaged in unpaid household level care work. To reach the target the project provides soft skill training to all project beneficiaries. Providing soft skill training one of the basic criteria of this project and this training is provided by youth aged 20-29 years. These youths also provided training on different issues such entrepreneurship training, awareness raising issues (unpaid care work, SRHR, gender based violence) at different platform like family level discussion, school campaign. This training is provided by youth thus participant can connect themselves with facilitators and content as well. Currently we have 250 youth facilitators in the four working areas of EYW project. At this stage of project, it's become very important to ensure quality of soft skill training and develop the facilitation skill of trainer. So, Oxfam in Bangladesh initiate to hire a consultant who will support to develop module on facilitation skill and provide ToT on facilitation skill. The geographic locations of the project are: Mithapukur upzilla under Rangpur district, Puthia upzilla under Rajshahi district, Botiaghata upzilla under Khulna district and Bakerganj upzilla under Barishal district.

### **2. Objective:**

The objective of this initiative aims to develop a module on facilitation skill and equip the facilitators at field level for facilitating the soft skill training effectively at community level. This helps to increase facilitation skills for changing the development-seeking behavior of the local communities.

### **3. Scope of Work:**

Following tasks will be performed by the individual consultant or consultancy firm in close collaboration with Oxfam respective project team.

1. Share a clear methodology for ToT facilitation including the module which will used in ToT



2. Provide ToT to 250 facilitators of EYW project on facilitation skill in four districts (Barishal, Khulna, Rangpur and Rajshahi)
3. Visiting project area for providing ToT
4. The ToT will be interactive and experience based. Consultant will use a variety of formats, lectures, case studies, group discussions and group works. Participants will be given opportunities to develop individual action plan.

#### 4. Expected Deliverables

- Share all type of materials, documents, module (soft) with Oxfam which will be used in ToT
- The final module will be submitted Oxfam office and conducted all ToT in following areas:

Rajshahi – Puthia Upzilla

Khulna – Botiaghata Upzilla

Barisal – Bakerganj Upzilla

Rangpur – Mithapukur Upzilla

#### 5. Timetable:

The consultant should include a timetable of activities (Technical Section) by date. The consultant is expected to begin the assignment immediately after agreement signing and accomplished by 50 days. The total assignment would be for 50 days within 15 June 2019 to 30 July 2019

WHAT	SUGGESTED LENGTH OF TIME NEEDED
Preparatory works: <ul style="list-style-type: none"><li>• Team briefings</li><li>• Develop and review schedule</li></ul>	1 Day
Preparatory Work (share all documents which will use in ToT and provide to participants)	10 days
Provide ToT to youth including travel time	30 days
Final report on ToT	9 days
Total days	50 days

#### 6. Key Qualification for Consultant/ consultancy firm:

- The consultant/ firm should have at least 3-5 years of experience in develop materials and provide ToT
- Facilitators need experience and background of social / development communication.
- Sound understanding of module development including principles, techniques, tools, approaches and practices.
- Preference would be given to the facilitators having conducted trainings in the field of behavior change communication and have facilitation skills.
- Good track record of delivering quality training within the time-frame.

#### 7. Required team member/s qualifications for Consultant/ Consultancy firm:

Both individual consultant or firm can apply for this assignment.



## 8. Assignment responsibilities and management arrangements

The Senior Program Officer – EYW from Oxfam in Bangladesh will be coordinating the assignment. S/he will provide all necessary documents and follow up the progress as per timeline related to the assignment. However, Oxfam team will provide comments and feedback on overall process of research following the objectives. Both teams/ individual could be asked to each other for interacting for the sake of the assignment. Partners will provide support during field work as necessary.

The consultant/ consulting firm will be responsible for developing all relevant materials as per deliverables, share with Oxfam and finalize in consultation with Oxfam, accomplish the activities at field level and provide the final sets of materials.

## 9. APPLICATION PROCEDURE

Interested individual consultant or a firm must submit technical and financial proposal based on the terms of reference above clearly marked "ToT on facilitation skill". The package should include:

1. Previous work on same category
2. Expression of interest
3. Technical and Financial proposal with clear time line
4. Provide name and contact details of at least 2 referees who can vouch for the consultant's work
5. Tax Identification number

The submissions must reach Oxfam office by **21 May 2019**. Late proposals will not be accepted in any circumstances and will not be assessed.

## 10. MODE OF PAYMENT:

- a. All payment will be made through A/C payee cheque or bank transfer
- b. Vat & Tax will be deducted at source
- c. The payment will be made only after formal acceptance of deliverable of Oxfam EYW staff
- d. Inability to comply with the works as per agreed timeline and quality will cause 2% penalty from the payment.

## 11. EVALUATION CRITERIA

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

Area	Weight
Understanding of ToR	40%
Experience	30%
Financial	30%



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Only candidates obtaining a minimum of 60 points and above would be considered for the final evaluation