**Terms of Reference (ToR)**

**For the study: Mapping of the sector-wise job market, skill-building opportunities and developing paid job & entrepreneurship pathways for the young people in Cox’s Bazar district.**

1. **About Plan International:**

Founded over 80 years ago, Plan International is one of the oldest and largest children's development organizations in the world. Plan International plays an important role in mobilizing children, communities and civil society organizations to claim the rights of children and achieve agreed-upon local development priorities, towards a commitment to ensuring the wellbeing of children in support of the United Nations Convention on the Rights of the Child (UNCRC). Plan International works in fifty-two developing countries across Africa, Asia and South America, and twenty-one countries raise funds to support these efforts.

1. **About Plan International Bangladesh:**

Plan’s vision is of a world in which all children realize their full potential in societies that respect people’s rights and dignity, with high-quality programs that deliver long-lasting benefits. Children are at the heart of everything we do.

Plan International has been operating in Bangladesh since 1993 Plan International Bangladesh Country Strategy (2020-2030) set its vision partnering to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights. in doing so, Plan international Bangladesh will empower children and young people as drivers of systemic change to gender norms and power relationships; Promote an enabling environment for girls and young women to realize their sexual and reproductive health and rights and to live free from violence; Raise public and private sector support for young women to access decent work opportunities in the twenty- 21st century labour market and have control over resources.

Plan International Bangladesh (PIB) has the Country office in Dhaka, from where we are operating projects in Dhaka, Rangpur, Barisal and Chittagong divisions. Since 2017, we have a strong presence at Cox’s Bazar. Along with our main office at Cox’s Bazar, we have two more field offices i.e. Ukhiya and Teknaf. As part of the current emergency response plan, PIB supports both the Rohingya and host communities through different projects.

Cox’s Bazar is one of the identified ‘lagging districts’ of Bangladesh and Teknaf Sub-district[[1]](#footnote-1) is among the most socially deprived Sub-districts of Cox’s Bazar. Difficult terrain, bad roads and insufficient infrastructure contribute to poor living conditions. A lack of cultivatable land and consequent dependence on markets for food in Teknaf drive high levels of food insecurity and vulnerability to price fluctuations. There are serious protection concerns related to gender based violence, trafficking and organised crime that persist in Cox’s Bazar, due to the combination of poverty with lack of economic perspectives in the sub-district.

1. **Project Details:**

**2.1 Project Goal:**

The project goal is “Adolescents and youth, particularly girls and young women are agents of change and drivers of a protective environment through enhanced skills and opportunities”.

Therefore, the project will ensure an integrated supports mechanism to the target people in host communities and camps to improve marginalized populations with access to education and strengthening social cohesion . In the host communities additionally, child protection services and economic empowerment are part of the project.

The project was designed in line with the needs identified by the Joint Response Team where the Government, UN agencies, and NGOs are working together. This project will contribute to achieving the objective of the ISCG. Since the conditions for a safe, voluntary and dignified return of Rohingya to Myanmar are currently not met, the presence of Rohingya in Bangladesh is a long-term challenge. Therefore, the coexistence of refugee and host communities are important both for the local inhabitants and as well as for the Government.

The project strategy addresses integrated development at multiple levels like – i. Supporting young people (especially women) and improving their position in the family and the community through qualification, entrepreneurship and support; ii. changing social norms that ascribe less value and capacities to females than males; iii. empowering girls and boys at risk through the creation of safe spaces; iv. strengthening the basic education of girls and boys; v. supporting girls/boys to influence parents to alter their views on what is in the best interests of their children, and their families; vi. engaging boys/girls as active agents of change; vii. strengthening child protection mechanisms to intervene; and viii. increasing awareness and responsiveness of duty bearers at sub-district levels to share as the model of integrated development in Teknaf.

This project is based on the assumption that empowerment and inclusion of children and youths, especially girls and young women by teaching and applying concepts and values of peaceful, inclusive coexistence, such as intercultural tolerance and gender equality is an important entry point for stabilizing the region. Identifying economic pathways and opportunities in cooperation with communities and local institutions is a key pillar here. The project will utilize existing and tested methodologies as one of the key foundations to support sustainable change: The project will employ the ‘Champions of Change’ methodology and tool of Plan International, which is a comprehensive model for global intervention for promoting gender equality and girls' rights as well as girl’s agency. The tools comprise two interrelated components: 1. Girls' Empowerment, and 2. Boys' Engagement. The education component in the project will contribute to reading, writing, the numeracy of the out of school girls and boys in a non-formal way. YPSA (Young Power in Social Action) is the partner of Plan International and implementing the project at the field. , a Chittagong-based organization registered with the Bangladesh NGO Affairs Bureau (NGOAB

* 1. **Outcome Results of the project:**

**Outcome** 1: Youths and young adults demonstrate improved knowledge and attitudes on gender equality and cultural diversity

**Outcome 2:** Youths and young adults from the host communities have the skills and opportunities to access appropriate, market-specific income sources

**Outcome 3:** Strengthened community-based child-protection mechanisms for youths and adolescents (particularly girls and young women) in the host communities.

**Outcome 4:** Basic literacy and numeracy of adolescents and youths is increased to enable access to existing services in refugee camps and host communities

* 1. **Project duration:** 01 December 2020 – 30 November 2025.
  2. **Targeted Project participants and Location:**

Young adults are the primary beneficiaries of this project, with a special focus on girls and young women.

**Direct target group:** The project will follow an integrated approach to provide support to 1500 extremely poor households from the host community (Unions: Sabrang, Hnila, Whykong). Respectively one young person per household will be supported to acquire necessary skills and to generate income. Additionally, 750 boys and girls will be selected from the same 1500 households for child protection and education activities. Furthermore, 500 boys/girls will be selected from the refugee camps from around 500 households..

The project will select at least 70% female for the 1,500 planned beneficiaries under objective 2 (employment & entrepreneurship) from 15-24 years. 5% would be the person with disabilities. The criteria of the selection of the target people, number of indirect beneficiaries, project’s contribution to the multisector needs assessment will be shared with the successful bidder. .

Project working area/location:

| **District** | **Sub district** | **Host Location** |
| --- | --- | --- |
| Cox’s Bazar | Teknaf | Sabrang Union |
| Cox’s Bazar | Teknaf | [Hnilla Union](https://en.wikipedia.org/wiki/Nhilla_Union) |
| Cox’s Bazar | Teknaf | Whykong Uion |

1. **Objectives of the study**

Analysis of the Job Market

I. Identify predominant (growth) sectors of employment and immediate employment opportunities for around 200 of the adolescent girls and boys through a job market scan in formal and informal sectors of rural and urban areas in Teknaf upazila under Cox’s Bazar District.

II. Provide an evidence-based analysis on the estimated requirement of skilled workers and gaps in formal and informal sectors of selected upazila for next 4 years.

III. Provide a list of the formal and informal sectors, small, medium and cottage industries with a specific demand of skilled workers in the implementing upazila (both for self and wage employment).

IV. Identify existing working conditions including labour rights & gender inequalities in the formal and informal sectors (both for self and wage employment) in Teknaf.

Self Employment Pathways

V. To identify and recommend common and possible niche products or services for youth in self-employment or low barrier opportunities to start-up income-generating activities in groups or individually and required skill sets for the project beneficiaries.

VI. Identify the most common barriers to income generation and business growth in the area, such as (for example) availability or lack of energy, cost of transportation, financial services, or services for small business development.

VII. Mapping of other relevant stakeholders that play an enabling role for rural poor households, especially women and young women taking up waged or self-employment.

Age & Gender Responsive Technical Training and Engagement strategy

VIII. Mapping of stakeholders to identify the existing relevant training and certification opportunities (Government, Private, NGOs & other service providers) for young boys and girls

IX. Identify suitable vocational training modules and providers in Cox’s Bazar who complement the findings of the market assessment.

X. Analyze the interest and aspiration of young boys and girls, as well as prior experience and know-how that can be applied by beneficiaries in future ventures. Identify major skills gaps of young boys and girls to enter identified job opportunities or begin generating income through identified opportunities

XI. Review the quality of training centres (both public and private) focusing on, personnel, infrastructure, policies including gender responsiveness, safeguarding and adolescent friendliness of the training centers. The analysis should include the training opportunities from the local skilled persons (familiar with informal apprenticeship) and pathways of the certification through the ‘Recognition of Prior Learning (RPL)’ opportunity of the Bangladesh Technical Education Board.

Gender Equality (GE) & Child Protection (CP)

XII. Analyse Gender Equality (GE) & Child Protection (CP) situation, including GE & CP related barriers in the wage and self-employment sectors, with recommendations/strategies to improve gender-responsive, adolescent-friendly, safe, dignified and rewarding perspective.

XIII. Provide a gender analysis of challenges and enablers within the family and in the community for women and young women’s employment/business;

XIV. Develop a support mechanism for girls and women to enter labor market for gender-responsive, adolescent-friendly, safe, dignified and rewarding jobs.

1. **Intended users of the study:**

The Plan International project team in Cox’s Bazaar and the Partner NGO, will use the study findings to develop the implementation plan for the intervention of objective 2 of the project and for adjusting targets.. They will be supported in this by the Plan International Bangladesh Country Management and Plan International Germany. The communications team of Plan International Bangladesh will be another potential user of the study. Plan International will share this study with other sector actors to contribute to wider learning within the sector. If the donor of the project, BMZ, requests, Plan International Germany would also share the study with them.

1. **Methodological guideline:**

The consultant/consulting firm is expected to develop an appropriate methodology to meet the specific objectives of the study. However, appropriate triangulation in data collection methods as per need is anticipated in the proposed methodology. The methodology and relevant instruments should be adjusted in consultation with Plan International Bangladesh and finalised before implementation.

Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

However, during developing the methodology section the consultant should consider the following:

For data collection, various appropriate methods should be used for the purpose of data collection to promote triangulation and ensure data validity. In terms of mapping of the technical and vocational training opportunities, development of wage employment pathways, and other significant component utilization of participatory approaches is preferred.

A gender-sensitive approach to data collection and analysis is required. This will include consideration of sex and age-segregated data and analysis.

Key Stakeholder Interviews with representatives of international development partners and/or private companies in Cox’s Bazar who offer training/entrepreneurship programmes or other related support to comparable target groups, ideally within the region

The screening of potential employers should include a view on the employers’ policies and applied practices to provide for gender-responsive (that both young men and women can do), adolescent-friendly, safe, dignified, and rewarding workplaces within the region

The methodology should include how the study should address ethical consideration, especially while collecting data from the young people, especially from young women.

The consultant/consulting firm should propose methodology considering the COVID-19 lockdown situation, i.e., remote data collection or data collection through physical visits. The data collection approach should be reflected in the proposed budget as well.

**Deliverables:**

* Inception report with detailed methodology, work plan and timeframe
* Tools for data collection. In English and Bangla
* Clean dataset
* Presention of the key findings
* Draft study report
* Final study report

1. **Scope of the study**

The assignment will preferably include, but not limited to:

* Review of project documents and other literature relevant for the study and use necessary information in the analysis.
* Develop a gender-sensitive and youth-friendly study methodology and data collection instruments. Finalize methodology and instruments in consultation with Plan International Bangladesh.
* Administer data collection in the study area that includes recruitment of data collectors and provide them with training, supervision, cross-validation, and quality control.
* Data analysis in line with the study objectives, blend the qualitative and qualititative data well and provide a comprehensive scenario.
* Produce a draft report and share it with Plan International for feedback.
* Finaliza the report by addressing feedback of Plan and partner.

1. **Supervision/Management of Assignment:**

The consultant will be required to work closely with Plan International Bangladesh and YPSA. The consultant will be directly accountable to the Plan International Bangladesh focal person. The consultant will keep the focal person continually informed on the progress of the assignment updates via email.

1. **Expected competencies**

The consultant/consulting firm is expected to have the following qualifications and experience:

* Expertise in conducting research in the relevant area of economic security, livelihoods and markets.
* Experience in conducting similar studies on labour market and/or value chains and private sector employment and self-employment opportunities.
* Should have clear understanding about the TVET skill development system in Bangladesh.
* Should have clear understanding on the challenges of administering data collection within the project area Cox’s Bazar.
* Demonstrable experience of designing and leading rigorous research, including quantitative and qualitative methods and analysis;
* Excellent understanding of gender transformative programming;
* No history of violation of child rights.
* Understanding of norms, values, national laws, policies and strategies that affect Gender Equality & Child rights in waged employment;
* Adherence to Plan International’sgender, SRHR and child safeguarding policies;
* Good communication skills and analytical ability;
* Evidence of producing clear, concise reports in English that are high quality.

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1. **Timeframe**

The total duration of the assignment is 90 calendar days after the signing of the agreement. Bangladesh.

| Activity | Days of Work | Responsible |
| --- | --- | --- |
| Inception report and tools | 10 | Consultant |
| Review from Plan | 5 | Plan |
| Final Inception report and tools | 3 | Consultant |
| Data collection | 10 | Consultant |
| First Draft report[[2]](#footnote-2) | 10 | Consultant |
| Review from Plan | 7 | Plan |
| Second draft report | 5 | Consultant |
| Review from Plan | 5 | Plan |
| Final report | 5 | Consultant |

1. **Mode of Payment**

The payment will be made in three instalments:

|  |  |  |
| --- | --- | --- |
| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | Upon acceptance of inception report |
| Second instalment | 30 | After receiving the first draft report |
| Final instalment | 40 | Upon acceptance of final report. |

1. **Evaluation criteria and scoring**

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology to address the study objectives | 40 |
| Relevant competency of team leader and team composition | 40 |
| Amount of budget and justification | 20 |

1. **Preparation of proposal**

The proposal should be divided into two parts and submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed methodology of the study.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Account of relevant experience.
* CVs of the team leader and key members of the study team.
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of the cost for the assignment with a detailed breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs, as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal.

1. **Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with the title “Waged employment pathways and technical and vocational training opportunities for the young people”. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. Submissions after the deadline ……………………………… will be treated as disqualified. Two different folders i.e. technical and financial should be submitted into one zip folder with a covering letter. The proposals should be submitted in pdf format.

1. **Penalty clause**

The consultant/consulting firm is expected to provide services within the agreed timeframe as well as submit the final report maintaining the quality as mentioned in section 7. If the quality is not maintained as mentioned in section 7, Plan International Bangladesh will deduct 5% of the total agreement amount. If for any reason, the consultant/consulting firm fails to deliver services within the stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh in time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day of delay.

1. **Contact person**

For any technical issue related to the project and study, please communicate to Md. Abu Hanif ([abu.hanif@plan-international.org](mailto:abu.hanif@plan-international.org))

1. **Ethical Considerations**

There will be nothing in the study, which may be harmful to respondents regarding legal or medical grounds. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before gathering data from them. The consultant will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, the verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and the report name of the respondents should not be revealed.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan International Bangladesh’s property and restricted for public use. The contracted consultant/ consultant firm will submit all original documents, materials and data to Plan International Bangladesh.

1. **Negotiations**

Once the proposals are evaluated, Plan International Bangladesh may enter into a negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Plan International Bangladesh will invite a consultant/ consulting firm whose proposal was received and was the next highest score to negotiate a contract. If none of the invited proposals led to an agreement fresh, Requests for Proposals (bidding document) will be called.

1. **Award of contract**

The consultant/ consulting firm is expected to commence the assignment within one week of signing the contract.

1. **Safeguarding Policy**

The project is supported by Plan International Bangladesh and the individual shall comply with the Safeguarding Policy of Plan International Bangladesh. Any violation/ deviation in complying with Plan’s Safeguarding Policy will not only result in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/ losses caused due to non-compliance of Plan’s Safeguarding Policy.

1. **Risk Management**

The Consultant/s must take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, applicants should submit a risk management plan that covers (at minimum):

* Key assumptions underpinning the successful completion of the assignment anticipated challenges and estimates of the level of risk for each risk identified
* Contingency plans will be put in place to mitigate against any occurrence of each of the identified risks.

**Annex 1: Structure of the report**

The report should have at least the following structure:

* Title page
* Acknowledgments
* Executive summary
* List of acronyms
* Table of contents and lists of figures and tables
* Introduction and Background
* Methodology
* Data analysis
* Results (it should be organized as per study objectives)
* References
* Annexes

1. District report: Economic census 2013, Bangladesh Bureau of statistics. [↑](#footnote-ref-1)
2. Please see Annex 1 for report outline [↑](#footnote-ref-2)