**Terms of Reference for ‘Designing and facilitating session on increasing skills marketability in the job market’**

**Introduction**

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realise their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s Global Strategy 2017 to 2022 aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach.

We work together with children, young people, our supporters and partners, to tackle the root causes of the challenges girls and young people are facing. We support children’s rights from birth until they reach adulthood. And we enable children specially girls to prepare for – and respond to – crisis and adversity. We drive changes in practices and policy at local, national and global levels using our reach, experience and knowledge.

Plan International started its operations in Bangladesh in 1994 and have presence in Rangpur, Barisal, Cox Bazar and Dhaka. We have a workforce of approx. 300 full-time staff, and work with hundreds of volunteers.

**Background and Context of the assignment**

In 2019 the country management team of Plan International Bangladesh initiated a formal transformation process. The aim of which is to review and re-focusing our priorities, organizational ways of working and culture, to support and position PIB as a leader in the movement for girls’ rights. Girls have the power to change the world.

People engagement is one of the key principles throughout our transformation journey. As part of this journey, we embarked on the development of a new Country Strategy (CS) involving staff from across Plan’s membership, young people and external challenges and sector thematic experts. By now, we have finalized our Country Strategy. Aligning the CS the new organizational structure proposal was developed and finalized following socialization with all employees. HR change guideline has been developed for transition from present structure to the new organizational structure. As it happens in all change processes, a number of employees from the present structure have been impacted during the transition process to new structure. In the recent staff consultation sessions on HR change and new structure, support to affected employees came up as one of the priority areas. The focus of the support be more of increased marketability and job interviewing skills of our employees, within or outside the organization.

**Objectives of the assignment**

Plan International Bangladesh will engage a consultant to design and facilitate daylong workshop for the affected staff members to support in increasing their skills-marketability in the job market through improving their CV/ Resume writing skills and job-interview skills plus any other related services that consultant may offer i.e. prioritized placement services for stipulated time period. Considering the COVID-19 travel restrictions, this needs to be delivered through online sessions.

Toward this, we need a short-term facilitator/consultant for a period of approx. four days (one day for designing the workshop and materials, three days for facilitating sessions targeting affected persons and others, and preparing workshop reports) within the span of period starting 10 November 2020 and 30 November 2020.

**Scope of works:**

The scope will cover –

* Meeting with Director HROD and Change Management Advisor to gain a clear understanding of the overall assignment and expectation of the organization.
* Meetings with staff member from different offices to have an assessment of their expectations from this workshop with an overall understanding of the context.
* Lead and design interactive contents and activities for the workshop incorporating the agenda agreed with management.
* Facilitate online sessions (duration to be mentioned half day or full day) to transfer the skills to employees of Plan International as mentioned in the ‘Objective of the assignment’ above.
* Write a report (not more than four pages) incorporating and consolidating the outcomes of the sessions and group feedback within the sessions.

**Specific deliverables by the consultant:**

The specific deliverables by the consultant include the following:

* Share the detail outline of the workshop with proposed contents and activities, methodologies and materials (sessions to be delivered through online)
* Finalize the details session plan with the input from Director-HROD and Change Management Advisor
* Prepare the online delivery of session with the support relevant staff/department of Plan International Bangladesh before the session days
* Facilitate the on-line sessions
* Workshop report (not more than five pages) reflecting the outcome of the sessions and group feedback and insights of the participants that would be useful for organizational learning point of views.

**Timeframes**

This is a part term contract at daily rate based on agreed work plan/ assignment over the period staring 15 November 2020 and ending 30 November 2020 (including report). The exact dates of submission of deliverables will be determined during the first meeting with the consultant upon singing of the assignment agreement.

**Required skills and experiences of consultant:**

The Interested person for this assignment should have:

Extensive and relevant work experience, with a focus on developing and facilitating workshop of similar nature for INGOs or UN bodies or other regional or bilateral development organizations; excellent expertise in designing and implementing a wide range of interactive methods in delivering online sessions to a wider audiences; understanding employees needs, supporting teambuilding and improve communication in workplace; expert in facilitating online sessions for diverse audiences of Bangladeshi coming from different parts and different level of the organization,. Experience working on development sector of Bangladesh and sound knowledge on the industry job market including its trends related to recruitment and selection and interviewing trends. Master’s degree or equivalent in Social Sciences, Development, Communications, and/or relevant field required. Fluency in English and in Bengali.

**Financial terms**

The payment schedule to the contracted editor/ consultant will be:

* 1. 30% of the total amount shall be paid at the signing of agreement
  2. Remaining 70% after submitting the final accepted deliverables mentioned above.

The payment shall be made through account payee cheque or wire transfer and Plan International Bangladesh will deduct income tax dues (as applicable) as per the regulations of the Government of Bangladesh from the final payment.

In case of failure to deliver the major deliverables including the final report on due time, Plan Bangladesh shall deduct 1% of the total consultancy amount for each day of delay in submission of the report beyond the closing date of the agreement.

**Bindings**

The deliverables mentioned above, and/or other as part of this assignment will be treated as Plan International Bangladesh’s property and restricted for public use unless approved by Plan International management.

**Policy on Safeguarding Children and Young People**

Plan International’s policy Safeguarding Children and Young People shall be applicable in the implementation of the consultancy task. The selected consultant/agency will abide by the Safeguarding Children and Young People policy of the organization.

**Background Check:**

The contracted agency/consultant(s) will have to provide relevant information for screening their background as per Plan International’s policy.

**Submission of Proposal:**

Interested consultants should submit a technical and financial proposal not exceeding two pages along ***with samples of his/her works similar to this assignment by 3rd November 2020 end of business through email to “planbd.consultant.hiring@plan-international.org"***

**Contact Person:**

Aparna Barma, Director-HROD ([aparna.barma@plan-international.org](mailto:aparna.barma@plan-international.org)) for query on the contents and technical aspects of the ToR.