

# Terms of Reference (TOR)

**For the Development of the Training Schedule, Curricula Material with Flipchart, and Related Documents For the training course of the GREEN Project**

## 1. Project Title:

Economic Empowerment of Vulnerable Youths and Community Members in the Khulna Region through Climate-Resilient Sustainable Agricultural Practices (Green Project); carried out through SOS Youth Village-cum-Training Centre Bagerhat.

## 2. Project Location:

SOS Youth Village-cum-Training Centre Bagerhat, Sreeghat, Bagerhat-9300, Bangladesh

## 3. Background

The **GREEN Project**, under **SOS Children's Village Bangladesh**, aims to enhance climate-resilient sustainable agriculture and economic empowerment in the **Khulna region of Bangladesh**. As part of its **multidimensional** capacity-building initiatives, the project seeks to develop training materials, curricula, and learning materials to facilitate knowledge transfer to local farmers, youth, and women engaged in agriculture/agro-based activities.

To achieve this, GREEN Project of **SOS Children's Village Bangladesh** is hiring an **independent consultant (team)** to design and develop a **structured training schedule, comprehensive curricula, and supporting learning materials** that will be used in different training sessions.

## 4. Objectives

The main objective of this assignment is to develop high-quality, contextually relevant, and **visually engaging** training and awareness materials that will:

- Strengthen knowledge of **climate-resilient sustainable agriculture** and economic empowerment strategies.
- Improve awareness among farmers, youth, and women about **sustainable farming practices and climate adaptation**.
- Provide trainers and facilitators with **structured curricula and user-friendly learning materials** (including flipcharts and handouts).
- Ensure materials are **culturally appropriate, gender-sensitive, and accessible to diverse literacy levels**.

## 5. Scope of Work

### 5.1 Development of Training Schedule

- Design a structured **training schedule** that aligns with the project's capacity-building goals on climate-resilient agriculture, fisheries, poultry raising, and cattle rearing etc.
- Development **awareness session** plan that includes project awareness-raising activity on child labor, prevention of child marriage and sexual exploitation caused due to climate change impacts, Menstrual hygiene, Water, Sanitation and personal hygiene practice during disaster.
- Identify suitable **timelines, session breakdowns, and target groups** (caregiver, women, and youth).

- Propose **logistical arrangements** to ensure smooth delivery of training sessions.

## 5.2 Curriculum Development

- Develop a comprehensive, easy-to-follow curriculum on:
  - ✓ Training on Crop/Paddy Production & Management for Young people & Caregiver.
  - ✓ Training on Poultry Raising (boiler, layer & cock) for Women-headed Households.
  - ✓ Training on Fish Farming (prawn, crabs & freshwater fish) for Young people & Caregiver.
  - ✓ Training on Vegetable Cultivation & Management for Young people & Caregiver.
  - ✓ Training on Duck Farming for Women-headed Households.
  - ✓ Training on Seedling Production & Management for Young people & Caregiver.
  - ✓ Training on Cattle rearing (milk production & ox-fattening) for Young people & Caregiver.
  - ✓ Climate Resilient Homestead Aggregated Farming training for Young people & Caregiver.
- Ensure that the curriculum is practical, interactive, and adaptable to different literacy levels.
- Include case studies, best practices, and real-life examples relevant to the Khulna-Bagerhat region.
- Training schedules are proposed at 01-month course of each training (2-hour, 04 day a week, 16 classes).
- Develop a comprehensive, easy-to-follow Awareness Session plan on:
  - ✓ Awareness raising on prevention of child labor, and sexual exploitation caused due to climate change impacts.
  - ✓ Awareness session on maintaining menstrual hygiene during disaster.
  - ✓ Awareness session on cleanliness, sanitation and personal hygiene.
  - ✓ Awareness raising on prevention of child marriage.
- Ensure that the curriculum is practical, interactive, and adaptable to different literacy levels.
- Include case studies, best practices, storytelling and real-life examples relevant to the Khulna-Bagerhat region.
- Awareness session schedule is proposed (40 to 60 Min) for mixed group or specific age group at community level.

## 5.3 Development of Learning Materials (Including Flipcharts)

- Design **learning materials** that are visually engaging, culturally appropriate, locally adaptable, and informative.
- Develop **flipcharts, posters, and handouts** with simple language (preferable in Bangla), graphics, and illustrations to support key training topics.
- Ensure materials are **interactive and encourage participation** in training sessions.

## 5.4 Monitoring & Evaluation (M&E) Framework

- Develop **tools and indicators** to measure the impact and effectiveness of the training materials.
- Propose a **feedback mechanism** to assess participant learning outcomes and engagement.

## 5.5 Final Reporting

- Submit a **comprehensive report** summarizing:
  - **The training schedule, curricula, and learning materials developed.**
  - **Methodologies used and rationale** for content selection for particular training initiatives.
  - **Recommendations for future improvements in the training initiatives.**

## 6. Deliverables

The Consultant is expected to deliver:

1. **Training Schedule** - A finalized, structured training plan with timelines and session breakdowns.
2. **Awareness Plan** - A Finalized, structured awareness session plan with timelines and session breakdowns.
3. **Curriculum** - A complete, well-structured **training curriculum** covering sustainable climate-resilient agriculture and economic empowerment.
4. **Learning Materials** - Visually engaging and locally adaptable **flipcharts, handouts, and training guides** (preferable in Bangla).
5. **M&E Framework** - A set of tools for evaluating training effectiveness and impact.
6. **Final Report** - A detailed document summarizing the work done, methodologies used, and recommendations for further interventions.

## 7. Duration & Timeline

The assignment is expected to take 30 days, starting from the contract signing date. The **final report and materials** should be submitted no later than 1 month.

## 8. Methodology

The consultant will adopt a **participatory, gender-sensitive, locally adaptable, easy-to-understand, and community-focused approach**, which may include:

- **Stakeholder consultations** with farmers, women's groups, and project staff.
- **Field visits and needs assessments** to ensure materials are contextually relevant.
- **Incorporation of participatory learning techniques** in training materials.
- **Feedback loops** for iterative development and improvement.

## 9. Consultant's Qualifications & Experience

- **Proven experience** in curriculum development, training materials design, and adult learning methodologies.
- Expertise in **sustainable agricultural practices, climate resilience, and economic empowerment of rural communities.**
- Experience in **visual learning material development** (flipcharts, posters, and guides).
- Strong **communication skills in English and Bangla** (preferred).
- Ability to **work independently and collaborate** with stakeholders.

## 10. Budget & Payment Terms

- The **total budget** will be determined based on the proposal submitted by the consultant.
- Payments will be **milestone-based**, subject to satisfactory completion of deliverables.
- A **detailed payment schedule** will be agreed upon in the contract.

**Proposed Payment Structure:**

- 40% upon signing the contract.
- 60% upon submission and approval of final deliverables.

**Note:** VAT and taxes will be applicable as per government regulations.

**11. Supervision & Reporting**

The consultant will report directly to the **Project Director of SOS Children's Village Khulna for the GREEN Project**, ensuring regular updates and alignment with project goals with the Project Coordinator of the GREEN Project.

**12. Confidentiality**

All materials developed under this assignment will remain the **intellectual property** of SOS Children's Villages Bangladesh (GREEN Project). The consultant **cannot share, reproduce, or re-use** these materials for any other purpose without prior written approval.

**13. Application Process**

Interested consultants should submit a **detailed proposal**, including:

1. **Technical Proposal** - Approach, methodology, and timeline.
2. **Financial Proposal** - Breakdown of consultancy fees and expenses.
3. **CV** - Detailing relevant experience and expertise.
4. **Sample of previous work** (preferably related to training material development).
5. **References** - At least **two references** from past projects.

**Submission Deadline:**

Proposals must be submitted by **22 May 2025** via email to [shamim.reja@sos-bangladesh.org](mailto:shamim.reja@sos-bangladesh.org) (Project Coordinator of GREEN Project) and with a CC to [shahidul.islam@sos-bangladesh.org](mailto:shahidul.islam@sos-bangladesh.org) (Project Director of SOS Children's Village Khulna)

**14. Rights of SOS Children's Village Bangladesh (GREEN Project)**

- **Accept or reject any proposals** in whole or in part.
- **Negotiate with the most suitable candidate** based on technical and financial evaluation.
- **Request additional information or clarifications** from applicants.
- **Terminate the contract if deliverables are not met** within the agreed timeframe.

**End of TOR**

This **Terms of Reference (TOR)** provides clear guidance on the expectations, scope, deliverables, and requirements for hiring an independent consultant for the **GREEN Project's training material development**.