

Terms of Reference (ToR)
for
Hiring a Consultant/Firm to develop modules for 'Master Bootcamps' and 'Capacity Development Trainings on Climate Advocacy and Leadership' for Green Voice: Empowering Women and Youth for Climate Action in Bangladesh Project

A. Background

The Earth is a youth-led non-governmental organization dedicated to inspiring and empowering communities to realise their full potential and foster a harmonious relationship between people and the planet. From its inception, The Earth has prioritised working with young people and youth networks across Bangladesh. The organization is particularly committed to addressing climate change and promoting climate entrepreneurship, leveraging a network of 35 community partners nationwide to cultivate a strong ecosystem of change agents. As an implementing partner of the **Green Voice: Empowering Women and Youth for Climate Action in Bangladesh** project, *The Earth* is responsible for leading capacity development programs for grassroots women- and youth-led organizations focused on climate advocacy and leadership. In addition, *The Earth* is tasked with nurturing and scaling innovative green and social business models to address climate impacts and promote community-based climate resilience.

B. Project Overview

Green Voices Project, funded by the Embassy of the Kingdom of The Netherlands and managed by The Asia Foundation, is a transformative initiative aimed at empowering women, youth, and marginalized communities in Bangladesh's most climate-vulnerable regions. In partnership with Bonhishikha and The Earth, the project integrates these underrepresented groups into climate adaptation and mitigation efforts through policy advocacy, capacity building, and green innovation.

Over a two-year period, Green Voices seeks to promote an inclusive and resilient climate action strategy that enables marginalized voices to become active drivers of change in Bangladesh's climate governance landscape. The project approach is to combine policy advocacy, capacity building, and green innovation to address the underlying issues women, youth, and other socially excluded communities have been facing. The project approach is as follows:

- **Empowerment and Leadership:** By providing women, and youth leaders with the skills, platforms, and networks to engage in climate policy advocacy, the project will enable these underrepresented groups to actively influence decision-making processes. This addresses the lack of representation and ensures that gender-responsive perspectives are integrated into climate policies and adaptation strategies. Bring attention to the real impacts of climate change on women and other socially excluded communities. The project will collect stories in partnership with SheRAA's members across Bangladesh to identify specific and gendered vulnerabilities through stories, both collected directly from organisations and collected through their communities. These in turn will be disseminated through media members of the platform to raise awareness on these specific issues to support the promotion of gender responsive policies.
- **Promote Gender-Responsive Policies:** Through stakeholder consultations, policy briefs, and high-level dialogues between women leaders, youth, and policymakers, the project will advocate for more inclusive climate policies that recognize the unique needs and contributions of women. This will lead to better-targeted interventions in climate-vulnerable communities and more equitable outcomes in climate action.
- **Foster Innovation in Green Businesses:** The project promotes innovative solutions to climate challenges by focusing on women, and youth-led green and social business models. By providing incubation support, pilot project funding, mentorship, and market linkages, the project addresses economic barriers to green innovation. This encourages local, sustainable solutions that align with the goals of reducing poverty and unemployment while building climate resilience.

- **Raise Public Awareness and Advocacy:** The project includes advocacy campaigns and public dialogues that highlight the connections between gender equality and climate change. By raising awareness, it aims to shift public perceptions and strengthen political will for gender-responsive climate action, leading to more comprehensive and inclusive policy reforms. The consortium will also collect stories through the SheRAA network itself, and in visiting Bangladesh's climate hotspots, to bring to light various gendered impacts of climate change, and women's locally led adaptation practices that have proven to be successful in climate vulnerable zones.

Through this project, it is aimed to address the structural inequalities in climate governance by elevating the role of women, socially excluded communities, and youth as agents of change. The initiative fosters socio-economic empowerment, promotes innovative climate solutions, and supports the development of gender-responsive policies, ultimately creating a more inclusive and resilient approach to climate action in Bangladesh. The project specifically targets 200 women and youth leaders, 60 women-led community organizations and civil society groups working on gender equality and climate change, and 10 women and youth entrepreneurs with innovative green business ideas—particularly those focused on addressing local climate challenges. The primary target groups for the project are women and youth from climate-vulnerable regions of Bangladesh. These groups have been selected because they are disproportionately affected by the impacts of climate change and are often underrepresented in decision-making processes. Empowering them as leaders and innovators is essential for advancing gender-responsive climate action and fostering inclusive and sustainable development.

C. Objective of the Assignment:

Objectives of the Assignment

This assignment aims to develop two separate, structured training modules: (1) a Capacity Development Training Module on Climate Advocacy and Leadership, and (2) a Master Bootcamp Module for Green and Social Business Innovation including the facilitation of the master bootcamp sessions.

1. Objective: Develop a Capacity Development Training Module on Climate Advocacy and Leadership

The objective is to design a comprehensive training module that enables grassroots women and youth leaders from climate-vulnerable regions to effectively engage in climate advocacy and leadership. The consultant will develop a practical, participatory curriculum that includes:

- An in-depth understanding of climate change impacts with a gender and social inclusion lens.
- Core principles of gender-responsive climate policy and governance.
- Advocacy strategies and tools to influence policy and decision-making at local and national levels.
- Techniques for community mobilization, coalition-building, and storytelling for advocacy.
- Session plans, facilitator guides, visual aids, handouts, and assessment tools tailored to a grassroots audience.

This module will serve as the primary resource for conducting a series of capacity-building workshops aimed at developing a network of skilled, confident local advocates capable of influencing inclusive climate policies and leading community-based climate actions.

2. Objective: Develop and deliver the Master Bootcamp Module for Green and Social Business Innovation

The objective is to design a practical training module to be used during master bootcamps for women- and youth-led green and social entrepreneurship. The module will focus on:

- Ideation and validation of green/social business concepts addressing local climate challenges.
- Business model development with a focus on environmental sustainability and social impact.
- Financial planning, access to green financing, and investment readiness.

- Marketing strategies, value chain mapping, and market linkage development.
- Integration of climate resilience and adaptation principles into business planning.
- Tools for pitching, mentorship engagement, and incubation support.

The module will include structured session outlines, facilitator notes, case studies, toolkits, and templates to guide aspiring entrepreneurs through the process of refining and scaling their business models. It is intended to support pilot project implementation, mentorship delivery, and post-bootcamp business incubation.

D. Scope of the Work:

The consultant/firm will be responsible for designing and developing two comprehensive and contextually appropriate training modules under the *Green Voice: Empowering Women and Youth for Climate Action in Bangladesh* project. The consultant's scope of work will include the following:

1. Development of the Capacity Development Training Module on Climate Advocacy and Leadership

- Conduct a rapid needs assessment or consultation with project stakeholders (including women and youth groups, CSOs, and consortium partners) to identify relevant content and capacity gaps.
- Design a comprehensive, context-specific training module that includes:
 - Session outlines and flow
 - Facilitator guide
 - PowerPoint presentations and visual aids
 - Handouts and participant worksheets
 - Pre- and post-training assessment tools
- Ensure that the module is participatory, inclusive, and grounded in local experiences, emphasizing gender-responsive climate advocacy, policy engagement, and community mobilization.
- Incorporate case studies, practical exercises, and storytelling methods relevant to grassroots contexts.

2. Development and Delivery of the Master Bootcamp Module on Green and Social Business Innovation

- Design a training module specifically tailored for women- and youth-led green/social business initiatives, aligned with project objectives.
- The module should cover:
 - Climate-resilient entrepreneurship and innovation
 - Business ideation and model development
 - Financial planning and access to finance
 - Marketing and customer engagement strategies
 - Environmental and social impact assessment
 - Business pitching and incubation readiness
- Develop all necessary training materials including:
 - Trainer manual
 - Presentation decks
 - Participant toolkit

- Pitch deck templates and mentoring guides
 - Conduct the Master Bootcamp sessions for selected women and youth entrepreneurs, using participatory and hands-on facilitation methods.
 - Provide one round of follow-up technical assistance to bootcamp participants post-training (e.g., feedback on business models or pitch refinement).
3. Stakeholder Consultation and Co-Design Process
- Conduct consultations with project partners, subject matter experts, and target group representatives (including youth and women from climate-vulnerable areas) to ensure the modules are needs-based and participatory.
 - Integrate feedback loops in the design process to incorporate learnings and validate the content with key stakeholders.
4. Finalization and Handover
- Submit draft versions of both modules for review and feedback from The Earth and project partners.
 - Revise and finalize modules based on feedback.
 - Deliver the final versions in print-ready and digital formats (editable and PDF), including all supporting materials (PPTs, worksheets, facilitator notes, etc.).
 - Conduct an orientation session (in-person or virtual) with The Earth's training team and project staff to introduce the modules and demonstrate their use.

E. Deliverables

Deliverable	Description	Timeline
Training Module on Climate Advocacy and Leadership	<p>A comprehensive, interactive, practical, gender-responsive participatory training module designed to build the capacity of women and youth leaders on gender-responsive climate advocacy, leadership, and community mobilization. The module will include session guides, facilitator notes, and participant materials tailored for grassroots engagement.</p> <p>The module should cover key concepts related to climate change, climate justice, gender-responsive climate policies, leadership skills, policy advocacy strategies, and community mobilization.</p> <p>Integrate participatory methods, case studies, and local context examples to ensure relevance and engagement.</p> <p>Ensure alignment with project objectives to enhance participants' ability to influence policy, advocate for equitable climate solutions, and lead grassroots climate action initiatives.</p> <p>Include a detailed facilitator and co facilitator guide, participant handouts, and suggested session plans.</p>	Submit within 4 weeks of contract signing.

<p>Master Bootcamp Module on Green and Social Business Innovation</p>	<p>A practical module to guide the design and delivery of bootcamps focused on developing and scaling women- and youth-led green or social business models. The module will cover ideation, sustainability, access to finance, and market linkages, and will include hands-on tools, exercises, and facilitator resources.</p> <p>The module should cover key areas including business ideation, model refinement, sustainability, climate impact assessment, incubation strategies, access to finance, mentorship, and market linkages.</p> <p>Ensure the content is tailored for grassroots entrepreneurs with varying literacy levels and backgrounds.</p> <p>Incorporate tools, activities, and templates to guide participants in developing viable business plans and solutions addressing local climate challenges.</p> <p>Provide a trainer's manual and materials to support effective bootcamp facilitation</p>	<p>Complete within 3 weeks of contract signing.</p>
<p>Conduct the Master Bootcamp sessions</p>	<p>The consultant is responsible for conducting full Master Bootcamp session using the developed module as part of this deliverable for selected women and youth entrepreneurs, using participatory and hands-on facilitation methods.</p>	<p>After the finalization of the module of bootcamp. At the 4th week.</p>

F. Duration of the Agreement:

This contract will be effective for 45 days from the signing date of the contract.

G. Location

For the **development of modules** for the Green Voice Project, the location will be climate-vulnerable regions of Bangladesh, including Dhaka, Khulna, Cox's Bazar, Sylhet, Kishoreganj, Netrokona, Barisal, Dinajpur, Rangpur, Gaibandha, Kurigram, Satkhira, Shyamnagar, Chittagong Hill Tracts, Khagrachari, Bandarban, and Patuakhali. All the training will be organized within/near Dhaka. The consultant will be conducting the bootcamp at the nearest location of Dhaka (according to the arrangement by The Earth).

H. Timeline:

This Consultancy work is expected to require 28 days to be completed within 1 month of launching the assignments.

I. Financial Proposal

Hiring a consultant will submit a financial proposal or price Quotation to The Earth for the listed deliverables in the section.

J. Payment Process:

The Earth will pay the consultation fee, including VAT and TAX.

Mode of payment

The payment will be done according to the following time frame/arrangement:

Instalments	Amount	Deliverables
1 st instalment	30% of the total amount	Upon the signing of the contract
2 nd instalment	40% of the total amount	After the draft submission both modules
3 rd instalment	30% of the total amount	After satisfactory completion of the task (Capacity development training module on climate advocacy and leadership, and development, and delivery of the master bootcamps modules on green and social business innovation), including development of modules and related tools, and delivery of bootcamp sessions.

K. Reporting:

The consultant/firm will work under the overall supervision of the Programme Specialist from The Earth and collaborate closely with the Lead - Programme and Partnership Development. The Earth for technical oversight and guidance. The consultant/firm will ensure alignment with the Asia Foundation's standards and methodologies while delivering the expected outputs.

L. Competence required

The bidder shall possess the following qualification: Bidders/ Suppliers must provide information and documentary evidence to establish that they have:

- a) **Legal establishment for a minimum of Three (05) years** for relevant Service/ Business/ Category from the City corporation/ Municipality
- b) **Update Legal Documents**
 - Up to date Trade License/Registration Certificate.
 - Up to date TIN, BIN/VAT
 - Certificate of Incorporation (for Limited Company only)
 - Up to date Tax return certificate.
- c) **Service Provider are not any prohibited parties** or on Government debar list/ Blacklisting or any INGOs. Please provide a statement or confirmation in your company letterhead pad with seal, date and signature
- d) At least 2 projects or programs' training modules development related experience to entrepreneurship development, green business, and eco-friendly business.
- e) Minimum two (02) successfully project or program's training modules on climate advocacy, leadership, Environment, community engagement, Gender mainstreaming, GBV, Women empowerment - Need to provide the evidence.
- f) Extensive knowledge of the National Adaptation Plan and Environment-related policy, including local government structures, coordination mechanisms - Need to provide the evidence

M. Submission of the Proposal

Interested candidates should present :

Technical proposal comprising (10 to 12 pages: Calibri – Font size-11)

- 1) Understanding of the assignment and the Terms of Reference (ToR): 1-2 pages.
- 2) Detailed methodology of the evaluation: 4-5 pages
- 3) Details action plan for the realization of each of the evaluation phases: 1 page
- 4) Brief description/bio with relevant expertise and experience of the key team members and their role in this assessment: 2 pages
- 5) Organization profile – which should include relevant work experience and expertise: 1-2 pages.

6) **Annexes of Technical proposal :**

- a. Updated CV of the key team members (3 pages maximum for each CV)
- b. Organization profile
- c. Sample developed training modules of at least 2
- d. References (three references related to the previous consultancy with contact details, phone and email)

Financial proposal: Detail financial proposal (VAT and taxes included)

- Annexes with Financial proposal
- Tax registration certificate
- VAT certificate
- Bill must be submitted with Musak 6.3.
- A statement of availability and commitment to undertake and complete the consultancy within the indicated time frame will be required.

Selection of the Provider will be based on:

- How well the application meets the technical requirements set out in the Terms of Reference

- Relevant previous experience in similar work
- Financial offer
- VAT and Tax registration

Submission of application should be done to tender@theearthbd.org by the close of business day, **3 June 2025 by 4:00PM** with the subject: Proposal for **“Modules for Master Bootcamps and Capacity Development Trainings on Climate Advocacy and Leadership”**

Disclaimer: The Earth reserves the right to accept or reject any or all applications without assigning any reason thereof.