

Request for Proposal (RFP)

Ashshash: For Men and Women Who Have Escaped Trafficking

Training Service Providers (TSPs)



Schweizerische Eidgenossenschaft
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ACRONYMS

a2i	Access to Information
BAIRA	Bangladesh Association of International Recruiting Agencies
BC/TIP	Bangladesh Counter Trafficking-in-Persons
BGMEA	Bangladesh Garment Manufacturers and Exporters Association
BKMEA	Bangladesh Knitwear Manufacturers and Exporters Association
BMET	Bureau of Manpower, Employment and Training
B-SkillFUL	Building Skills for Unemployed and Underemployed Labour
B-SEP	Bangladesh Skills for Employment and Productivity
BTEB	Bangladesh Technical Education Board
CBO	Community Based Organization
CTC	Counter Trafficking Committee
CSR	Corporate Social Responsibility
DEMO	District Employment and Manpower Office
DYD	Department of Youth Development
EEP	Economic Empowerment Partner
EBCCI	The Federation of Bangladesh Chambers of Commerce and Industry
GOB	Government of Bangladesh
ILO	International Labour Organization
IEC	Information, Education and Communication
INGO	International Non-Governmental Organization
LEA	Law Enforcement Agency
MOHA	Ministry of Home Affairs
NGO	Non-Governmental Organization
NPA	National Plan of Action
NPSC	National Project Steering Committee
NRM	National Referral Mechanism
NSDA	National Skills Development Authority
NSTB	National Skill Testing Board
OEMA	Overseas Employment and Migrants Act, 2013
OJT	On-the-Job Training
PSA	Public Service Announcement
PSHTA	Prevention and Suppression of Human Trafficking Act, 2012
PTSD	Post-Traumatic Stress Disorder
RFP	Request for Proposal
RRRI	Rescue, Recovery, Repatriation and Integration
SDC	Swiss Agency for Development and Cooperation
SEIP	Skills for Employment Investment Program
SIYB	Start and Improve Your Business
SPP	Social Protection Partners
TIP	Trafficking-in-Persons
TSP	Training Service Provider
TOT	Training of Trainers

Partnership for Providing Technical Services to Men and Women who have Escaped Trafficking

Project Document

Ashshash Project

I. Background

With a population of over 160 million people, Bangladesh has taken great strides in reducing poverty, increasing education rates- especially for girls, and reducing infant, childhood, and maternal mortality rates. However, many economic and social factors continue to fuel labour migration leading to the exploitation and human trafficking of thousands of women, men, and children each year. Most people who escape trafficking experience psychological and, sometimes, physical trauma. They also have difficulties reintegrating into their families and communities, a key element of leading healthy and productive lives.

The Ashshash project aims to work in partnership with public and private sector service providers to deliver counselling, legal services, and economic empowerment support to men and women who have escaped trafficking. This four-year project is funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by Winrock International.

II. Impact

By the end of the project in 2022, Ashshash will have provided services to over 5,000 men and women who have escaped trafficking to restore their dignity, improve their well-being, and build self-sufficiency. The project will also increase capacity and commitment of local organizations and institutions to provide services that ensure sustainable rehabilitation and reintegration of men and women who have escaped trafficking.

Expected Outcomes

Ashshash will focus on services and activities to achieve two outcomes:

1. Men and women who have escaped trafficking improve their social and economic well-being by using services for reintegration
2. Institutions are made more accountable and effective in providing services beneficial to men and women who have escaped trafficking

III. Strategic Approach

Ashshash will use four strategies to ensure high-quality services to beneficiaries:

Partnerships with local organizations and institutions for services and capacity development. Ashshash will identify experienced, committed Social Protection Partners

(SPPs)¹ and strengthen their capacity for case management, counselling and other psychosocial support services, referrals for legal services, training and support for economic empowerment of men and women who have escaped trafficking. Partners may include non-governmental and governmental service providers, institutions that train counsellors and social work professionals, and private organizations.

Market-driven economic empowerment services. Through performance-based partnerships with Training Service Providers (TSPs)² having proven track records and an accreditation from Bangladesh Technical Education Board (BTEB), Ashshash will design and implement skills development initiatives for jobs in the private sector that provide decent employment at a living wage. For beneficiaries more focused on enterprise development and home-based income generating activities, technical and business training and mentoring will provide access to inputs and markets to earn and gain self-sufficiency and resilience.

Private sector engagement for jobs and corporate commitments to services. Ashshash will build upon the partnership between TSPs providing skills development services and companies providing jobs to expand commitments to support men and women who have escaped trafficking. The project will engage the private sector provide jobs and relevant support services to meet business needs and, through corporate social responsibility and other initiatives.

Gender-sensitive approaches to social protection and economic empowerment interventions. Ashshash interventions will be informed by gender and vulnerability assessments and ongoing contextual analysis to understand challenges and opportunities for beneficiaries and to achieve project outcomes. An Ashshash Project Steering Committee comprised of representatives from relevant service delivery organizations, advocacy groups, skills development programs, private sector, and government will play an important role in planning and reviewing implementation and progress on outcomes.

Key Program Areas

I. Identification of Men and Women Who Have Escaped Trafficking

Ashshash will focus on providing direct support to 5'000 men and women between 16 to 30 years of age who have been trafficked. The project will have a particular focus on marginalized populations, with 70% of beneficiaries being women, 90% poor and 60% disadvantaged as per

¹ Generally, Social Protection Partner (SPP) refers to those organizations who work to reduce poverty and vulnerability by promoting efficient labour markets and enhancing people's capacity to manage economic and social risks, such as unemployment, exclusion, sickness, disability, victimization and old age. Ashshash indicates those organizations as SPP who have interventions to protect vulnerable, victimized, and excluded people including the survivor of trafficking through a comprehensive package of services which comprise psychosocial counseling, legal aid, health care, skills development, and job placement.

² Training Service Provider (TSP) is a organization who provides soft skills training, classroom-based vocational skills development training, on-the-job training (OJT) in industry/company, entrepreneurship development training, certification, job placement and follow-up support to the target beneficiaries.

SDC definitions.³ Within the disadvantaged group, there will be particular focus on women and people from ethnic or religious minorities.

Beneficiaries will be selected from men and women who have been identified as having escaped trafficking within the last 3 years. Ashshash SPPs will confirm beneficiaries' status as trafficking survivors through the three stages of trafficking: recruitment, movement, and exploitation using a range of trafficking indicators relevant in Bangladesh. Identification documents may include: travel or identity documents, travel tickets, copies of advertisements for employment opportunities, copies of contract/s, immigration departure or landing cards, any documents related to medical treatment, any diary or letter/s containing relevant entries, and record/s of work or payment or assault/s.

II. Case Management of Each Beneficiary

The Ashshash case-management approach is designed to protect the human rights and dignity of each beneficiary who has escaped trafficking. Beneficiaries need accurate information, self-confidence, and the empowering support of survivor-focused service providers to make informed decisions. Survivor success requires not just successful reintegration or economic agency, but also an adequate process to achieve and sustain the desired outcomes.

SPPs will determine the required support for each beneficiary based on a needs assessment jointly completed at enrollment. Based on the assessment, a custom Case Management Plan (CMP) will be developed to provide a comprehensive package of services, including psychosocial counselling, legal aid, health care, skills development, and job placement through direct and referral mechanisms.

III. Mental Health Support to Beneficiaries and their Families

Men and women who have escaped trafficking experience frequent physical and psychological trauma, and many, if not most, remain in situations of vulnerability. Trafficked women frequently face additional challenge since society does not show respect towards them. Ashshash will provide need-based and trauma-informed psychosocial counselling to women (and their families) who have escaped trafficking to assist them in rebuilding their self-confidence, recognizing their own vulnerability, and strengthening their resilience.

To ensure mental well-being of the beneficiaries, Ashshash will provide individual and group counselling based on a needs assessment for psychosocial support. Each beneficiary will receive 5-15 hours of individual counselling (depending on need) and 3-5 hours of group counselling. An additional 3-5 hours of counselling for wage/self-employment will be provided to help them adjust to work life and to address work-related stress. This counselling may be done in a small group of 3-5 beneficiaries with common challenges. Families should also be provided with 2-3 hours of counselling to help them to support those who have escaped

³ Poor people are those who earn less than USD 1.90 per day. Disadvantaged are those people who are both poor and marginalized (may include poor people who are women, members of ethnic and religious minorities, scheduled castes, affected by climate change or natural disasters, people with special needs, having limited or no access to formal education and training opportunities, divorced or widowed women, adolescent school drop-outs, HIV/AIDS and TB affected, Lesbians, gays, bisexuals, transgender/transsexuals). Marginalized people are those who are excluded from rights or services in particular for social or political reasons (may include the hard to reach, physically challenged, deprived women, ethnic group of people etc.).

trafficking and to bring the beneficiary closer to their family member. Community counselling may also be included if it is required to support beneficiaries to reintegrate. All individual, group, and family counselling will have to be spaced out over a few months to allow adequate time for them to understand, welcome, and accept the changes.

An adapted version of the Mental State Examination (MSE), a psychosocial assessment tool, will be used to assess resiliency of beneficiaries. Repeat assessments will be used to evaluate progress and adjust counselling services as needed to ensure mental well-being. After the post-counselling assessment, beneficiaries ready to move forward will receive a 'Ready-to-Go' certificate. They will then be eligible to begin skills development and entrepreneurial training.

SPPs will provide counselling to women beneficiaries directly and provide referrals to other service providers for male beneficiaries. Services and progress will be tracked based on the case management plan and documented accordingly in case files.

IV. Referral Support Mechanism

A national referral mechanism, as proposed in the National Plan of Action (NPA) for Prevention and Suppression of Human Trafficking 2018-2022 by the Ministry of Home Affairs (MOHA) through objectives 2, Output 2.4, would benefit persons who have escaped trafficking by addressing needs for high quality services. In its working districts, Ashshash will further operationalize existing mapping of services and mechanisms established by similar projects such as the BC/TIP⁴. Moreover, Ashshash will advocate for and provide technical support to the government to develop a national referral mechanism given there is necessary support from government and civil society stakeholders and there is political buy-in and government ownership. In line with the NPA, Ashshash will collaborate and coordinate with government and non-government organizations/institutions to provide health services to the beneficiaries through local community clinics, public hospitals, and Upazila health complexes to ensure that they receive subsidized health care services from the Government.

Ashshash will also create linkages with pro bono legal aid providers for legal support to trafficking survivors with increased access to justice under the Prevention and Suppression Human Trafficking Act 2012. Project will ensure that men and women who have escaped trafficking receive compensation. In this regard, the project will maintain liaison with and work closely with the District Monitoring Cell and the Bangladesh Police HQ. It will also link to the Migrant Welfare Fund of the government, for providing this support. Beneficiaries who wish to continue their education instead of undertaking technical or entrepreneurship training will be supported through the linkages with public and NGO funded schools in their locality so that they can continue their education at primary or secondary education level. SPP will play a vital role to establish and function district level referral mechanism by developing and updating the district level service directory, organizing periodic meeting/workshop and maintaining liaison with the government and non-government organizations to ensure different support services for TIP survivors.

⁴ Bangladesh Counter Trafficking-in-Persons (BC/TIP) is a five-year program funded by the U.S. Agency for International Development (USAID) and implemented by Winrock International focusing on 20 highly vulnerable districts of Bangladesh. BC/TIP aims to mobilize and coordinate the actions of local and national governments, non-governmental organizations, citizens and community leaders. Program activities include: supporting and empowering survivors; increasing the effectiveness of prosecution; and engaging all layers of society to end human trafficking.

V. Skills Development Training & Graduation

For economic empowerment of men and women who have escaped trafficking, Ashshash will provide market-driven vocational skills training using Ashshash-provided curricula. Beneficiaries will be placed for skills training only after the completion of psychosocial counselling support and two days needs assessment for the selection of economic empowerment services. Trade or occupation-specific trainers of the TSPs will receive a Training of Trainers (ToT) facilitated by the Ashshash program team, and these trained experts will train the beneficiaries in focus districts. During the skills development training, trainers will also provide career counselling and life skills development training using the Ashshash provided modules. The duration of skills development training will be 3 (three) months (360 hours) and will be divided into two parts: 2 (two) months (192 hours) for classroom-based skills training and 1 (one) month (168 hours) for on-the-job training (OJT) in the industry. But, based on the performance and need of the trainees during OJT, the duration of the training will be extended up to 2 months. However, for few trades, there will be 3 (three) months (360 hours) skills training using competency standard of BTEB. A list of indicative trades is given below, and a list of district-wise trade courses is given in Annex C:

Sl.	Course	Duration
1	Garments Machine Operation	192 hours
2	Tailoring and Dress Making	
3	Mobile Phone Technician	
4	Refrigeration and Air-conditioning	
5	Electrical House Wiring Technician	
6	Motor Cycle Mechanic	
7	Consumer Electronics Technician	
8	Beautician	
9	Housekeeping	360 hours
10	Food and Beverage services	
11	Driving	

Based on the local context and employers demand, the list of trade courses may be updated incorporating new trades and/or removing existing trades during the project period. To monitor the progress of trainees, the TSPs will use the Competency-Based Training and Assessment (CBT&A) system to prepare a progress chart. All the trainee beneficiaries, once they finish the on-the-job training, will be assessed through a summative assessment with an involvement of industry assessor in the training institute; then, they will receive a training completion certificate from the TSPs. The skills development training program will be implemented by using the Ashshash provided Training Implementation Guidelines (TIG). With the collaboration of the TSPs, SPPs will provide regular follow up the progress of the beneficiaries in the economic empowerment process as well as engage with the family of the beneficiaries to motivate them for retention in the training period and also job in the industry.

VI. On-the-job Training

After finishing the classroom/institutional (192/360 hours) skills development training, each beneficiary will be placed in on-the job training (OJT) for one month (168 hours) in the assigned industry. But, based on the performance of the trainees during OJT, the duration of the training

will be extended up to 2 (two) months. In the OJT, the trainees will learn about the industry-working environment, operation of modern machinery and equipment, teamwork, time management and other aspects of the job. The TSPs will record their progress in the Ashshash designed logbook after getting signature from her/his supervisor in the industry each day during the OJT. The respective staff of the TSPs will follow up with the trainees during the OJT period to monitor their attendance and progress of skills development. The TSPs will ensure that trainees receive per diem (transportation cost, meal) provided by the industry during the OJT. With the collaboration of the TSPs, SPPs will provide regular follow up the progress of the beneficiaries in the OJT period as well as ensure their regular attendance in the industry/company. The beneficiaries will be placed in jobs which are close to their localities, except those who request to be placed in employment in a different place due to undignified living condition with family or community.

VII. Job Placement Support and Follow-up

The TSPs need to establish or maintain linkages with employers—both local and national—for the skills development program which will supply skilled workers as per industry demands. After finishing the training and receiving the completion certificate, the skilled graduates will be assisted by the TSPs' job placement teams to start wage employment in formal local and national industries with an initial salary of at least BDT 5,000/month. The job placement team, in collaboration with the SPPs, will follow up with the graduates for 6 (six) months from their start date to ensure job retention.

VIII. Entrepreneurship Training and Enterprise Development

For beneficiaries who prefer or are better positioned to run their own business, Ashshash will provide entrepreneurial and financial literacy training. Beneficiaries will be placed in this training after completion of psychosocial counselling and a two-day needs assessment for the selection of economic empowerment services. Some may enroll in entrepreneurial training after finishing the class-room based (192/360 hours) skills development training.

The duration of the entrepreneurship development training will be 12 (twelve) days (96 hours) and will be divided into two parts: 02 (two) days for the Business Basics workshop and 10 (ten) days for the Entrepreneurial and Financial Literacy training. There will be a break between the parts for doing exercises, field visits, and homework to understand the local market and analysis the existing business. The expert certified trainers with the Start and Improve Your Business (SIYB) Foundation or the TSPs will conduct this entrepreneurship development training.⁵ Each beneficiary will be assessed by relevant experts such as businessmen, bankers, and business advisors, and eventually, will receive a training completion certificate.

The TSPs will monitor and follow up on the progress of each beneficiary through mentoring, coaching, and guidance. With support of the Ashshash team, the TSPs will also link beneficiaries with financial institutions for soft loans so that they can start their businesses or achieve sustainable self-employment. Ashshash will also organize information and networking sessions for the financial institutions and beneficiaries of the project, from where they can learn

⁵ SIYB is the flagship business management training program developed by ILO in 1999. SIYB “course focuses on helping to establish and develop small businesses as a strategy for creating more and better employment for women and men, particularly in emerging economies.”

about the different financial products on offer by public and private banks as well as micro-finance institutions. Business mentors from public/private universities in the two divisions will provide necessary support and guidance to beneficiaries for starting and expanding businesses and developing market linkages. The TSPs' job placement teams, in collaboration with the SPPs, will make regular follow-up with the beneficiaries up to 06 (six) months from the start of their business. It is expected that majority of those who will set up their own business will earn at least BDT 5'000/month, for a minimum period of 6 consecutive months, within 1 year of graduation from the project. Some of those who have completed entrepreneurship training may also be considered for the vocational skills training, if needed. The trainees of entrepreneurship trainings will also be placed in 1-2 months OJT, where they can learn about the trade as well as interact with customers.

IX. Partnership and Collaboration

Ashshash will partner with other SDC-funded projects such as B-SkillFUL in Jashore and Shomoshti in Satkhira and Jashore to ensure high quality training, job placement, self-employment, and entrepreneurial support. Ashshash will also work with projects funded by other donors (e.g. BC/TIP funded by USAID, ILO's Skills21 project funded by EU) to create synergies and scale-up results. Ashshash plans to work with different government ministries, agencies, and programmes related to vocational skills development training (e.g. NSDA, BTEB, a2i, DYD, BMET, and SEIP project)

Ashshash envisions an effective partnerships and collaboration—both vertical and horizontal—between SPPs and TSPs. It can be an SPP-SPP or an SPP-TSP or a TSP-TSP partnership or collaboration to provide required services widely and effectively. Both the SPPs and the TSPs can work together in every phase of social and economic empowerment support services starting from identification of trafficking survivors to follow-up after job placement, self-employment, or business start-up. Both SPPs and TSPs will be accountable for effective placement of the beneficiaries in the appropriate economic empowerment activities with TSPs once they receive their 'Ready-to-Go' certificate from the SPPs. The SPPs will ensure that each beneficiary starts skills development or entrepreneurial training at the TSPs while the TSPs will be responsible for accepting and enrolling them for training programs. Both the SPPs and the TSPs will monitor and follow up with the progress of the beneficiaries during training and for up to 06 (six) months from starting a job or a business to ensure retention.

X. Private Sector Engagement and Strategic Partnerships

Ashshash will engage the private sector intensively to provide jobs, mobilize resources and ensure immediate and longer-term support for men and women who have escaped trafficking. The project will share views and principles with the companies while engaging them through their Corporate Social Responsibility (CSR) programs for strategic alignment with Ashshash objectives of economic and social empowerment of beneficiaries.

Ashshash will partner with private companies to support skills and entrepreneurial training, on-the-job training, per diem contributions, job placement and employment services, and business development. For broader impact and sustainability, the project envisions collaboration with industry associations such as the Bangladesh Garment Manufacturers and Exporters Association (BGMEA), Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA), the Federation of Bangladesh Chambers of Commerce and Industry (FBCCI), and

Bangladesh Association of International Recruiting Agencies (BAIRA). The project will also enter into strategic partnerships with the International Labour Organization (ILO), relevant government bodies, and the Corporate Social Responsibility (CSR) Centre for technical assistance and awareness raising.

Ashshash will ensure collaboration with public and private business schools to provide necessary entrepreneurial literacy training to men and women who have escaped trafficking. The project will also collaborate with financial institutions to mobilize support for high quality entrepreneurial training and sustainable enterprise development for men and women beneficiaries who have escaped trafficking. Both SPP and TSP will establish referral network with private sector to mobilize their resources and services for beneficiaries, follow up the progress. SPP and TSP will also organize different awareness raising program to sensitize private sector on Trafficking issue, importance of skill development of men and women who have escaped trafficking and responsibility of private sector towards beneficiaries.

XI. Community Mobilization, Outreach and Institutional Capacity Building

The entry point of Ashshash will be through mobilizing communities at the grassroots level. Ashshash plans to reach out to 300,000 people through different outreach and awareness activities. From a prevention perspective, the project will make communities aware about the causes and consequences of human trafficking, regular and irregular migration, the benefits/hazards, and the prevention of unsafe migration. From a protection perspective, this awareness will lessen the stigma faced by men and women who have escaped trafficking, for their reintegration. The information dissemination and awareness raising is in line with the NPA Expected Result 1.1. The project will prioritize poverty-prone rural areas with a focus on youth and women.

Ashshash SPPs are expected to implement a series of outreach and awareness activities to build community awareness on human trafficking and its consequences and refer young men and women to make an informed decision to migrate abroad, should they choose to do so. Information dissemination will take place at the Union Level or even at a lower level (such as at the ward or village level). Information dissemination through commercial radio, television, newspapers, posters and other such medium will be discouraged since those have a mass reach but are not interactive in nature.

During the outreach activities, the project will ensure the participation and capacity development of local government actors, Counter-Trafficking Committee (CTC) members, representatives from law enforcement agencies, and any relevant government representatives.

Ashshash will observe relevant days -- World Day against Human Trafficking, International Migration Day, Human Rights Day -- collaborating with other organizations and government agencies to scale up outreach activities. The project will develop capacity of Counter Trafficking in Persons (CTIP) activists (including CTC members, Union Digital Centre entrepreneurs, youth volunteers, CBOs and ANIRBAN⁶ Survivor Voice) to update their knowledge and skills on safe

⁶ ANIRBAN ('the flame that will not fade') is a Survivors Voice group, which is composed of trafficking survivors. The group gives voice to survivor issues, works in local communities to engender a positive attitude towards survivors, and takes a lead to raise awareness about human trafficking and to advocate for survivors' rights.

migration, TIP, training facilitation, community mobilization, victim identification, and referral mechanisms.

The project will assist relevant government agencies in strengthening the legal system (pertaining to counter-trafficking) through trainings to paralegals, RRR task force, LEAs, CTCs, BMET and DEMO officials, lawyers and judges, and local arbitrators. Ashshash will develop a rights-based module and guidelines to secure justice and compensation for victims of trafficking and organize 2-day trainings for these stakeholders. The SPPs and TSPs will follow specific training modules and guidelines to implement the trainings in focus districts.

XII. Advocacy

Ashshash will work with communities, NGOs, convening groups, public and private organizations—both at local and national levels—to increase counter-trafficking activities. The project will bring communities together to mobilize groups to protect men and women who have escaped trafficking from stigmatization. This intervention may face some challenges in the short run, but in the longer run, it will open up space for discussions, negotiations, and participation of the trafficking survivors. Ashshash SPPs will be required to play a proactive role in the prevention and mitigation of tensions related to awareness and advocacy activities. They will closely monitor and support communities to ensure that issues do not escalate and will take appropriate measures to guide advocacy in the right direction.

Ashshash and its partners are also expected to collaborate with the Union Parishad (UP), Union Digital Centre (UDC), and the District Employment and Manpower Office (DEMO) to increase the ownership by these public agencies of interventions for prevention of human trafficking and protection of those who have escaped trafficking. Ashshash will work with relevant government ministries to advocate for the sustainable well-being of these men and women. The key government ministries will include the Ministry of Home Affairs, Ministry of Women and Children Affairs, Ministry of Social Welfare, Ministry of Expatriates' Welfare and Overseas Employment, and Ministry of Information.

XIII. Sustainable Integration

Through partnership with Ashshash, public and private bodies, will receive training, mentoring, and other support to increase capacity for sustainable rehabilitation and integration services for men and women who have escaped trafficking. The process starts with reducing the stigma associated with being trafficked through advocacy to bring about a change in the knowledge and attitudes of the local community. This will encourage behavioral change for acceptance and social reintegration of those who have escaped trafficking. With the acceptance of the local community and society, trafficking survivors will be able to move forward, empowering themselves through economic activities, counselling and other social services.

Ashshash will not only deliver essential services to men and women who have escaped trafficking but also will develop and strengthen the systems for providing the services so that commitments and interventions do not wither away after the project ends. The project acknowledges that it can take 5-10 years for a complex initiative such as Ashshash to demonstrate long-term changes in commitments and impact on beneficiaries and systems. However, the Ashshash approach builds upon lessons learned and best practices to deliver high quality, integrated social and economic empowerment services through experienced NGO,

government, and private sector partners. SPPs will play a key role towards achieving this sustainability approach and should be able to demonstrate the ‘first signs’ of sustainability through their work.

XIV. Monitoring and Reporting

Monitoring and reporting will be integral parts of the Ashshash project management cycle. The monitoring will be based on the project’s Logical Framework, risk assessments, and the annual operational and financial plans of the project. While planned activities will be monitored, emphasis will be placed on monitoring project results and how they could or could not be achieved. The indicators established for measuring progress of outcomes and targets are reflected in the list of key Indicators (Annex D).

The SPPs, will be required to coordinate, monitor and/or assist in M&E activities that include: identification and selection of beneficiaries through verification of documents; a baseline survey and tracer study; tracking planned activities and outputs monthly; entering beneficiary profiles and provided services in the Ashshash database; collection of data semi-annually and annually from the beneficiaries to track the changes at the individual level (this will include Knowledge, Attitude, and Practices of the beneficiaries and stakeholders); follow-up with households of the beneficiaries; and mid-term and end line evaluation studies..

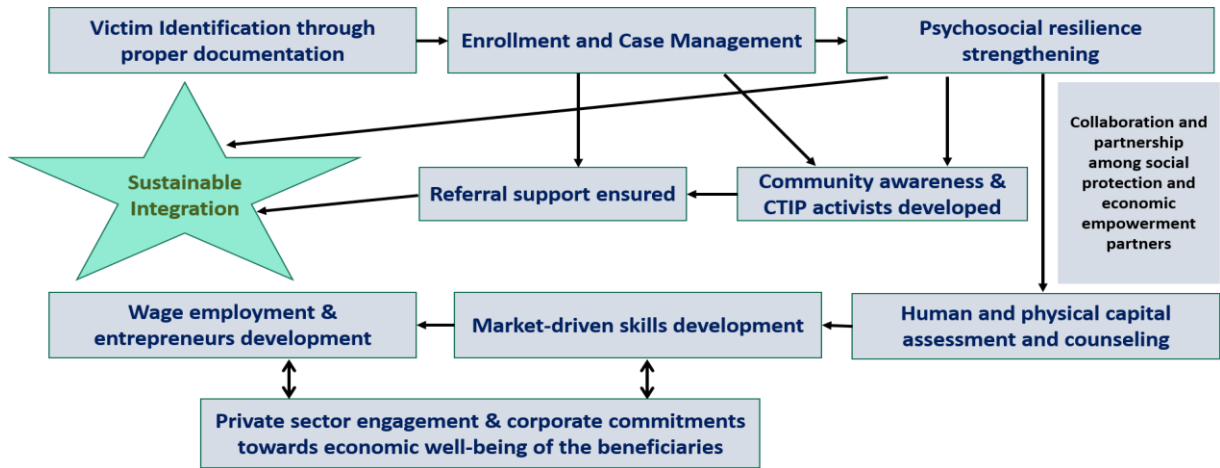
A major focus of Ashshash reporting will be on the results achieved by the project at outcome and output level. The MIS data for beneficiary profiles and services provided will be entered and maintained by the SPPs as well as the TSPs and submitted monthly to the Ashshash M&E personnel in Dhaka. The sub-contractors will also submit narrative progress reports quarterly, bi-annually, and annually focusing on activities, outputs, and outcomes related to the objectives of the project.

Working Areas

Ashshash will work in Chattogram and Cox’s Bazar districts in Chattogram Division and Khulna, Jashore, and Satkhira districts in Khulna Division. The project will focus on 03 (three) Upazilas from each district. A detailed list of targeted Upazilas and Unions can be found in Annex-B.

Ashshash Process

Considering the key areas mentioned above, the process of this project can be illustrated through the following diagram:



Expected Approaches and Mechanisms from the Training Service Providers (TSPs)

Applicants must submit proposal that responds to the context and expectations of the Ashshash project outlined in the sections above and ensure that proposals reflect the approaches and mechanisms below.

- Each organization needs to submit a proposal based on their own identity and core competencies. A survivor-centered and gender-sensitive holistic approach needs to be reflected in the proposal.
- The TSPs need to exercise the **Do No Harm** principle in all the training, activities, and interventions associated with the beneficiaries;⁷ Key program areas I, III, XI and XII are not applicable for the TSPs, but it is expected that the TSPs will work with the SPPs through a well-defined formal coordination and collaboration mechanism to ensure economic empowerment process.
- TSPs will need to identify a robust mechanism with an explanation of how they will ensure that beneficiaries that have been enrolled by SPPs and have received services leading to **“Ready-to-Go certificates”** to begin skills and/or entrepreneurial training will be successfully onboard and supported through the completion of training.
- The TSPs will need to describe the approach to skills development and entrepreneurial training, including how inclusiveness will be ensured and also how the approach will address the continuing needs of beneficiaries for psychosocial support, improvement of soft skills and other supports.
- The TSPs must have a mobilization/outreach mechanism for supporting the men and women who have escaped trafficking.
- A detailed work plan and budget needs to be submitted with the proposal based on: 1) start-up and ongoing operational costs; and 2) a “pay-for-performance” mechanism that provides unit costs for delivering vocational skills training, job placement and entrepreneurial services to beneficiaries.

⁷ Do No Harm principles refer to approaches that address impact, intended or otherwise, of activities and interventions carried out by development organizations to avoid/mitigate negative consequences. Applying the principles effectively requires understanding of the interaction of project interventions and implementing context by asking and answering context-specific questions such as “Is any specific group inadvertently marginalized by X activity?” Subcontractors must act upon this understanding to minimize negative and maximize positive impact. For more details, please visit: https://www.eda.admin.ch/dam/deza/en/documents/themen/fragile-kontexte/92757-tip-sheet-do-no-harm_EN.pdf

I. Scope of work of TSP

- Individual TSPs will provide economic empowerment support to at least **1,100** men and women (70% women, 90% poor, 60% disadvantaged) who have escaped trafficking in a district (see the district-wise distribution of working areas in Annex-B). Out of 1,100 men and women, 75% will get vocational skills development training and 25% will get entrepreneurship training **within an indicative budget of BDT 1,55,00,000 (one crore fifty five lac) to BDT 1,75,00,000 (one crore seventy five lac)** and total budget will be based on actual number of beneficiary and deliverables.
- Each TSP may consider more than one district from Ashshash working areas (if they are capable).
- TSPs will enroll men and women who have escape trafficking through the collaboration with the SPPs using Ashshash provided selection criteria.
- TSPs will maintain a record of each beneficiary (eligibility, verification of documentation, case management, track record) enrolled with the collaboration of SPPs.
- Ensure at least two days for the need assessment and counselling for selection of economic empowerment services.
- Ashshash-trained instructors will provide classroom-based skills development training (soft and hard skills) over a period of two (2) months (192/360 hours) to the enrolled beneficiaries using Ashshash-provided training modules/curricula and Training Implementation Guideline (TIG).
- TSP will arrange mobile skills training setup in the community level to provide effective service for the local beneficiary, if needed.
- Establish or strengthen linkages with local and national level private sector companies or industries for on-the-job training and wage-employment support of graduates.
- Arrange on-the-job training for the trainees after they complete 192/360 hours of classroom-based skills training in local industries.
- Manage per diems (as transportation cost, meal cost etc.) from the employers/industry as well as follow-up using a logbook.
- Provide residential support to beneficiaries during the skills training period (as needed).
- Conduct formative and summative assessments of the trainees with the involvement of industry experts after finishing a batch and provide training completion certificates.
- Provide entrepreneurship development training (12 days) to interested beneficiaries by the certified trainers of the SIYB Foundation or by the TSP using Ashshash-provided modules.
- Following the completion of the entrepreneurship modules, organize information and networking sessions for the financial institutions and beneficiaries of the project, from where they can learn about the different financial products on offer by public and private banks as well as micro-finance institutions.
- Conduct assessments of the entrepreneurship development training in collaboration with expert businessmen, bankers, etc. and provide training completion certificates from the TSP and place the graduates in on the job training in local business shop to learn about the trade as well as interact with customers over a period of one month. But, based on the performance of the trainees during OJT, the duration of the training will be extended up to 2 months;
- TSP will follow-up on the progress of each beneficiary after completion of the entrepreneurship training and provide necessary support through mentoring,

- coaching, guidance, linkages with established financial institutions to receive soft loans to ensure smooth startup of self-employment and businesses;
- Total 20% of the entrepreneurship training graduates will be provided business start-up capital (up to BDT 30,000) support for starting their business from the project. Moreover, the allocations will have to take into account the trade/sector and the locality of the business (for example, a lower investment may be required to set up a tailoring shop, compared to a motorcycle workshop). All businesses need not use the maximum allocation to set up the business, but should have a lean business model;
 - During the classroom-based skills development training and entrepreneurship training, each non-residential trainee will get BDT 150/day for their local transport allowance and the amount will be payable through bank account based on the actual attendance in the training center upon successful completion of the training;
 - During on the job training (OJT), trainees will get per-diems from the employers. The project may only contribute a minimal amount (BDT 4,000/beneficiary for the duration of the OJT) for the conveyance of the beneficiary, only payable through bank accounts to those who need it. This contribution will be decided as per the actual costs of transport, rather than a lump-sum provided at flat rate for all beneficiaries. The enterprise providing OJT also has to be located in the locality of the beneficiary's place to dwelling.;
 - Provide job placement support (wage and self) to at least 90% of the trained graduates in formal local and national industries within 6 months of graduation from trainings with an initial salary of at least BDT 5,000/month. No payment will be made from the project to the TSPs for beneficiaries who dropped out;
 - For retention and sustainability, maintain regular follow-up with the employed graduates in the work/business place up to six (6) months from starting a job or business. It is expected that the employed graduates will earn at least BDT 5'000/month, for a minimum period of 6 consecutive months, within 1 year of graduation from the project;
 - Ensure coordination and collaboration with local SPPs in a systematic manner and monitor follow-up through case management;
 - Ensure proper monitoring, record keeping, and reporting.

II. Eligibility Requirement for the TSPs

A Training Service Provider needs to have the following experience, capacities, and credentials. These requirements must be supported by appropriate documentation.

- Registration with the government authority (BTEB-RTO/360 hours vocational training);
- Skills training related project implementation experience (in the last 5 years);
- Ongoing skills training programs and experience working with vulnerable populations such as trafficking survivors;
- Must have written descriptions of all trade courses, trade-wise machinery and equipment currently available;
- Physical (classroom/lab/others) and residential facility with capacity;

- Adequate inventory of facilities, vehicles, computers, cameras, equipment, etc.) to support training of at least **1,100** Ashshash beneficiaries over a 3-year period;
- Skilled professional staff that is well supervised for providing beneficiary training, job placement, and monitoring;
- Current MOUs signed and/or demonstrated linkages with potential employers;
- Employment record (for the last 5 years) and monitoring mechanism;
- Project completion reports (1-2 examples) related to skills and enterprise development;
- Ability to arrange mobile skills training center in the selected upazila/union level;
- Work experience with national, international, and multilateral donors;
- Transparent and accountable financial management systems; and
- Overall budget and training budget for the last three years.

III. Selection Process

Up to five subcontracts will be awarded to organizations using the following competitive selection process. The subcontracts will cover a performance period of approximately 36 months.

Step-1: Concept Threshold Review. The Winrock Selection Committee will review questions under the parts B, C & D of the application to determine whether the full proposal will be considered.

Step-2: Full Application Review. For applicants advancing beyond the Concept Threshold Review, the Selection Committee will then review questions under the remaining parts of the application along with all annexures and budget to determine those to be shortlisted for a site visit as part of the final selection round.

Step-3: Site Visits. Following the Concept Threshold Review (Step 1) and the Full Application Review (Step 2), the Selection Committee will select finalists for further consideration. This site visits will determine the final TSPs selected after evaluating the key factors including the following:

- Reflection of experience in implementing related skills development programs
- Staff experience and expertise in implementing the skills development programs
- Reflection of the capacity to serve around 25% beneficiaries (of the proposed number) immediately;

IV. Application Submission Information

- Please complete the application (**Annex-A**) and submit, along with the proposal and other necessary documents, **by July 30, 2019**. Send a soft (electronic) copy of entire package of your application and proposal to wi.ashshash@winrock.org and mail or courier **3 (three) copies** hard copy of these to the following address:

Kushal Banik
Ashshash, Winrock International
House # 2 (First Floor), Road # 23/A, Gulshan 1
Dhaka 1212, Bangladesh

- The proposal and application need to be submitted in English (Font: Arial; Size: 11; Alignment: Justified; Spacing: 6pt, before and 10pt, after; and Line Spacing: Single). Both the soft and hard copies of proposal and application materials need to have a title: **RFP from Training Services Provider.**
- Open to all Training Services Providers in Bangladesh. Applicants based outside of Dhaka are especially encouraged to apply.
- Applicants will have an opportunity to participate in a pre-bid meeting, to be organized by the Ashshash project, for questions and clarifications regarding the application submission and the date of the meeting will be 2 and 7 July 2019 (2pm to 5pm).
- The interested organizations are requested to send an email (at wi.ashshash@winrock.org) to confirm their participation in the pre-bid meeting along with required questions, if any, by 30 June 2019.

Annex-A: Sub-contract Application

Types of Sub-contract: Economic Empowerment Support Services

Submission Deadline: July 30, 2019 by 6.00pm (Local Time)

Please use this application form to provide information of your organization. Complete the form as accurately as possible. Also, please fill in the forms separately for each district you are applying for. **For example, if your organization (TSP) wants to apply for both Chattogram and Khulna districts, please complete two application forms – one for Chattogram and another for Khulna.**

District applying for (please select only one):

Chattogram Cox's Bazar Khulna Satkhira Jashore

A. General Information:

1. Name of organization: _____

2. Head of the organization with contact info:

Name: _____ Designation: _____

Email: _____ Phone: _____

Website: _____ Mobile: _____

Address: _____

3. Contact person of the proposed skills training center with details (if applicable):

Name: _____ Designation: _____

Email: _____ Cell: _____

Address: _____

4. Year of Establishment: _____

5. Registration Authority:

Name of the Authority: _____ Year of Registration: _____

6. Total number of staff (M/F) _____

Teaching (M/F): _____ Non-teaching (M/F): _____

7. Annual Budget for each of the last 3 years (BDT): _____

8. **Total funding requested from Winrock (BDT):** _____

Please complete the sections below based on the facilities and experience of the proposed skills training center.

B. Vocational Skills Development Training

1. Is the proposed skills training center accredited by the Bangladesh Technical Education Board (BTEB)? If yes, please describe in detail with names of the accredited trades and skill levels.
2. List all on-going trade courses along with the duration and capacity in the center.

Sl.	Name of the Trade	Course Duration	Total capacity per batch (M/F)

Note: Please add rows if needed.

3. Describe the experience of the skills training center with relevant skills development projects in the last 5 years.
4. Complete the table below based on the proposed trade courses for Ashshash.

Sl.	Name of the Trade	Soft skills module (Yes/No)	Curriculum/ Competency standard (Yes/No)	Lesson Plan (Yes/No)	Completed Training (January – December 2018)	
					No. of Batches	No. of Trainees

Note: Please add rows if needed.

5. Provide the status of the qualified trainers for the proposed trade courses in the table below (at least 2 from each trade).

Sl.	Name of the Trade	Name of Trainer	Educational qualification	CBT&A certification level	Start date at the center (dd/mm/yy)	Total # years of experience

Note: Please add rows if needed.

6. List major machinery and equipment for each proposed trade courses in the table below.

Name of the Trade	Sl.	List of Machine or Equipment	Quantity	Status (working/not working)

Note: Please add rows if needed.

7. Describe how the organization will ensure the quality of classroom-based skills development training (both soft and hard skills) for men and women who have escaped trafficking.
8. Does the organization provide any career counselling service to the trainees? If yes, please describe the experiences of staff providing the service and the mechanism for delivering the counselling sessions on a regular basis for the trainees.
9. Explain how the organization ensures on-the-job training and follow-up with the trainees in local companies after finishing the classroom-based training.
10. Describe how the organization manages per diems (as transportation, meals and other allowances) for the trainees provided by employers during on-the-job training.

11. In the table below, provide information on achievements related to on-the-job training for the last 5 years.

Sl.	Name of the Trade	Total no. of batches	Total no. of trainees (M/F)	Name of the major company

Note: Please add rows if needed.

12. Describe the formative and summative assessment tools to be used with trainees after finishing their classroom-based and on-the-job training. How the organization will ensure the quality of assessment?

13. In the table below, list the achievements of the skills development trainings for the last 5 years.

Sl.	Name of the Trade	Total no. of batches	Total no. of trainees enrolled (M/F)	Total no. of trainees Graduated (M/F)

Note: If needed, please add rows.

14. Do the organization have any residential facilities for the trainees during the training period? If yes, please describe how the organization will ensure support for the project beneficiaries (if required)?

C. Entrepreneurship Development Training

1. Is the proposed skills training center accredited for entrepreneurship development training or is there a partnership with another agency/organization (such as Bangladesh Bank, SIYB Foundation, SME Foundation, etc.)? If yes, please describe in detail.
2. Does the organization have any training modules on entrepreneurship development? If yes, please describe how you will provide training to the project beneficiaries.

3. Does the organization have expert trainers for providing entrepreneurship development training to trainees? If yes, please complete the table below.

Sl.	Name of Trainers	Educational qualifications	Joining date at the center (dd/mm/yy)	Total year of experience

Note: Please add rows if needed.

4. In the table below, list the organizations achievements on the Entrepreneurship Development Training for the last 5 years.

Year	Total no. of batches	Total no. of trainees enrolled (M/F)	Total no. of trainees completing courses (M/F)	Total no. of trainees starting business (M/F)	Monthly average income (BDT)
2014					
2015					
2016					
2017					
2018					

5. Describe how the organization establishes linkage with micro finance institutions or village saving groups to facilitate soft loans for beneficiaries to ensure smooth business start-up or self-employment.

D. Job Placement Support and Follow-up

1. Does your organization have a job placement team/cell in the proposed training center? If yes, please complete the table below.

Sl.	Name of staff	Educational qualification	Joining date at the center (dd/mm/yy)	Total year of experience

Note: If needed, please add rows.

2. Describe how your organization can establish linkages and networks with local and national employers.
3. Explain how the organization will ensure employment (wage and self) in local and national job markets for graduates of the Ashshash project.
6. In the table below, list the organization’s achievements on wage-labor employment for the last 5 years.

Year	Total no. of batches	Total no. of trainees graduated (M/F)	Total no. of trainees employed (M/F)	Monthly average income (BDT)	Name of Major employers
2014					
2015					
2016					
2017					
2018					

4. Does your organization monitor and provide follow-up support to graduates who complete skills and/or entrepreneurial training? If yes, please describe the monitoring, follow-up, support provided.

E. Beneficiary Identification and Enrollment

1. Does your organization have a team in place for recruitment, screening, selection, enrollment of trainees? If yes, please describe the composition of the team and the processes followed.
2. What is your outreach/mobilization mechanism to ensure vulnerable populations such as trafficking survivors are reached with training and relevant support services?
3. How will your organization work with the Ashshash Social Protection Partners (SPPs) to ensure that the beneficiaries referred for training are prepared for the classroom, on-the-job, or entrepreneurial training?
4. Describe how you will ensure smooth and continuous enrollment of the beneficiaries into the training after they receive their “Ready-to-Go” certificate from the SPPs?

5. In the table below, list the organization’s achievements on beneficiary enrollment in the skills development training for the last 5 years in the table below.

Year	Total no. of trainees enrolled (M/F)	Total no. of trafficking victim enrolled (M/F)
2014		
2015		
2016		
2017		
2018		

6. How does your organization conduct the needs assessment of the beneficiary and develop case management file for the trafficking survivor? Please describe.

F. Psychosocial counselling, health and legal support

1. Does your organization have experts or specialists who provides psychosocial counselling support to the trainees? If yes, please describe the mechanism for providing these services.
2. Do your organizations belong to a network or partnership that provides health and legal support services? If yes, please describe how this will be used with beneficiaries under the Ashshash project.

G. Collaborating and Coordination

- 1 Describe how your organization would maintain strong collaboration with Ashshash SPPs for beneficiary identification, enrollment, and needs assessment for economic empowerment support services? If possible, provide a step-by-step process or describe in some detail the mechanism.
- 2 Describe how your organization would ensure necessary follow-up support by the SPPs during the classroom-based skills training, on-the-job training, job placement, and 6 months period following “graduation” for retention in a job or business.

H. Monitoring and Evaluation

This section should discuss proposed procedures for monitoring enrollment, training, individual beneficiary follow-up and tracking data on activities under the Ashshash subaward to ensure that activities occur as planned, that they progress towards stated objectives, and that appropriate corrective actions are taken if needed.

1. How will your organization monitor the economic empowerment services? Given the responsibilities outlined for the TSPs in the RfP, what activities and performance data would your organization maintain?
2. Describe your monitoring plan to ensure the achievement of project outputs.

I. Staffing and Management Plan

Describe the staffing and management plan to carry out proposed activities. Provide details of the roles and percentage of time for each staff and provide an organogram for the proposed project. **Please propose the most recent CV for the proposed project coordinator in an Annex.** You may also consider including the following positions but may include other as needed to submit a competitive proposal.

- Psychological counselor
- Instructor
- Job Placement Officer
- Entrepreneurship trainer

J. Financial Proposal

Please provide a detailed budget using the template and following instructions provided (Annex E)

If you need the soft copy of budget template and budget narrative, please send an email to Kushal.Banik@winrock.org requesting for these.

K. Annexure

Please include the following documents and other relevant documentation as annexes:

- Registration document by the appropriate authority (NGOAB/BTEB/etc.);
- Copies of MOUs with partners under donor-funded projects related to skills development (within the last 5 years);
- Training modules for each of the proposed trades;
- Training modules for soft skills, career counselling, and entrepreneurship development;
- CV of the Project Coordinator and trainers for each proposed trade (at least 2 trainers for each trade);
- Documentation on residential facilities that can/will be used for Ashshash beneficiaries;

- Accreditation or partnership document on entrepreneurship development training;
- MOU with employers for wage-employment and other support;
- Project completion reports related to skills and enterprise development (1-2 samples);
- Document, including photos, of physical facilities used for training (2 pictures of each trade).

Annex-B: Proposed Working Areas for Ashshash

Name of Division	Name of District	Name of Upazila	Name of Union
Chattogram	Chattogram	1. Fatikchhari	1. Bhujpur 2. Sundarpur 3. Rangamatia 4. Dhurung 5. Paindang
		2. Chandanaish	1. Bailtali 2. Barama 3. Satbaria 4. Hashimpur 5. Barkal
		3. Satkania	1. Kanchana 2. Eochia 3. Amilais 4. Khagaria 5. Madarsa
	Cox's Bazar	1. Cox's Bazar Sadar	1. Islampur 2. Islamabad 3. Jalalabad 4. Khurushkul 5. Bharuakhali
		2. Pekua	1. Toitong 2. Uzantia 3. Shilkhali 4. Bara Bakia 5. Mognama
		3. Teknaf	1. Baharchara 2. Saint Martin 3. Sabrang 4. Whykong 5. Nhila
	Khulna	1. Terokhada	2. Terokhada 3. Modhupur 4. Sachiagoto 5. Sagladaha 6. Achgora
		2. Phultala	1. Phultola 2. Damudar 3. Atra 4. Gilatola 5. Zamira

Name of Division	Name of District	Name of Upazila	Name of Union	
Khulna		2. Dighalia	1. Dighalia 2. Senhati 3. Barakpur 4. Arongghata 5. Jogipol	
	Satkhira	1. Satkhira Sadar	2. Labsha 3. Agardari 4. Sibpur 5. Jhaudanga 6. Bansdaha	
		3. Kalaroa	1. Joynagar 2. Jalalabad 3. Koila 4. Deara 5. Jugikhali	
		3. Kaligonj	1. Krishnanagar 2. Moutola 3. Mothureshpur 4. Varasimla 5. Tarali	
	Jashore	1. Manirampur	1. Horihornagar 2. Rohita 3. Monohorpur 4. Khedapara 5. Kashimnagar	
		2. Keshabpur	1. Shufola kathi 2. Sagordari 3. Mongolcoat 4. Pazia 5. Keshobpur	
		3. Jhikargacha	1. Ganganandapur 2. GodKhali 3. Jhikargacha 4. Navaran 5. Shimulia	
	2 Divisions	5 Districts	15 Upazilas	75 Unions

Annex-C: District-wise List of Trade Courses (Indicative)

Chattogram District	Cox's Bazar District
<ol style="list-style-type: none"> 1. Garments Machine Operation 2. Mobile Phone Technician 3. Refrigeration and Air-conditioning 4. Electrical House Wiring Technician 5. Motor Cycle Mechanic 6. Beautician 7. Driving 	<ol style="list-style-type: none"> 1. Housekeeping 2. Food and Beverage services 3. Tailoring and Dress Making 4. Mobile Phone Technician 5. Electrical House Wiring Technician 6. Driving
Khulna District	Jashore District
<ol style="list-style-type: none"> 1. Garments Machine Operation 2. Tailoring and Dress Making 3. Refrigeration and Air-conditioning 4. Electrical House Wiring Technician 5. Motor Cycle Mechanic 6. Beautician 7. Driving 	<ol style="list-style-type: none"> 1. Garments Machine Operation 2. Tailoring and Dress Making 3. Mobile Phone Technician 4. Electrical House Wiring Technician 5. Consumer Electronics Technician 6. Motor Cycle Mechanic 7. Driving
Satkhira District	
<ol style="list-style-type: none"> 1. Garments Machine Operation 2. Tailoring and Dress Making 3. Mobile Phone Technician 4. Electrical House Wiring Technician 5. Motor Cycle Mechanic 6. Driving 	

Note: Based on the local context and employers demand, the list of trade courses may be updated incorporating new trades and/or removing existing trades during the project period.

Annex-D: List of Key Indicators

Key Indicators of Ashshash Project		
No.	Indicator	Type of Indicator
IMPACT: Women and men who have escaped trafficking restore their dignity and well-being and become self-sufficient.		
1	Men and women who have escaped trafficking improve their well-being.	Impact
2	Men and women who have escaped trafficking become self-sufficient.	Impact
3	Men and women report better mental and physical health status.	Impact
Outcome I: Men and women who have escaped trafficking improve their social and economic well-being by using services for reintegration.		
4	Beneficiaries are placed in wage employment and report that their social status has increased in their family and or community within a year.	Outcome
5	Beneficiaries start their businesses based on the technical/entrepreneurial trainings and mentoring support from business school students.	Outcome
6	Beneficiaries those are placed in employment has increased their monthly income after intervention	Outcome
7	Men and women have received legal aid to achieve justice and compensation	Outcome
Outcome 2: Institutions are made more accountable and effective in providing services beneficial to men and women who have escaped trafficking.		
8	Public and private institutions introduce new services for trafficked men and women.	Outcome
9	Public and private institutions improved the accessibility of their services for trafficked men and women.	Outcome
Outcome I: Men and women who have escaped trafficking improve their social and economic well-being by using services for reintegration.		
Output 1.1: Women (and their families) who have escaped trafficking are counselled psychosocially.		
10	Trafficked women (and their families) receive need-based and trauma-informed psychosocial counselling (in collaboration with other projects implemented by Government, development partners and NGOs).	Output
11	Trafficked men receive need-based and trauma-informed psychosocial counselling through referral mechanism	Output

Output 1.2: Men and women who have escaped trafficking graduate from technical/entrepreneurial trainings.		
12	Men and women who have escaped trafficking complete vocational (and soft skills) training.	Output
13	Men and women who have escaped trafficking complete entrepreneurship (and soft skills) training.	Output
14	Men and women who have escaped trafficking complete both vocational and entrepreneurship training.	Output
15	Men and women who have escaped trafficking receive credit through financial institutions or savings groups to set up their enterprises.	Output
16	Men and women who have escaped trafficking receive support from students to start their own businesses.	Output
17	Men and women who have escaped trafficking completed financial training and understood external shocks (environmental, social and economic)	
Output 1.3: Men and women who have escaped trafficking received health support and legal compensation.		
18	Men and women who have escaped trafficking receive health support.	Output
19	Men and women who have escaped trafficking receive compensation.	Output
Outcome 2: Institutions are made more accountable and effective in providing services beneficial to men and women who have escaped trafficking.		
Output 2.1: Communities (in trafficking-prone areas) are aware about trafficking and irregular migration.		
20	Men and women are aware about trafficking, irregular migration, and related risks.	Output
Output 2.2: Institutions (public/private) provide support to men and women who have escaped trafficking.		
21	Public and private legal support/ aid organizations/institutions filed complaints and legal suit.	Output
22	Cash contributed by each of the public/private companies.	Output
23	LGI or public agencies at the grassroots level (District, Upazila or Union level) assign a budget for safe migration/survivor service/counter trafficking.	
24	Enterprises provide on-the-job training opportunities and per diem contribution for men and women who have escaped trafficking.	Output
Output 2.3: Public/private institutions (serving people who escaped trafficking) receive training for psychosocial counselling (on-the-job only) and/or legal support		

25	Public/private institutions receive training (on-the-job) for their psychosocial counsellors.	Output
26	Additional psychosocial counsellors are better trained to support men and women who have escaped trafficking.	Output
27	Lawyers, law enforcement agencies, Counter Trafficking Committee members, District Employment and Manpower Offices, or local arbitrators receive legal training on counter trafficking.	Output
Output 2.4: Public/private sector further develop and use the referral system to provide comprehensive victim support		
28	Focus districts with up-to-date referral directories and functioning referral networks	Output
29	Number of services provided by public and private organizations/institutions for men and women who have escaped trafficking through referral (counselling, health, legal, education, skills training, entrepreneurship training and financial support)	Output
30	A unified referral system developed to manage cases of men and women who have escaped trafficking	Output

Annex- E: Budget Template & Budget Narrative

Ashshash: For Men and Women Who Have Escaped Trafficking

Training Service Provider (TSP) Subcontracts

Name of the Organization

Budget Narrative (Period of Performance) (RFA/APS Number)

***Note:** When completing the budget narrative, please replace the text highlighted in yellow with information relevant to the subaward the organization is applying to receive. The text highlighted in yellow was included to serve as a starting point to develop the narrative of the budget.*

This section contains the notes pertaining to the proposed **budget**. The proposed budget reflects *Name of the Organization*'s estimate of, on a per year basis, the costs associated with activities to be carried out under the Ashshash subcontract description in the narrative application. The assumptions on which the *Name of the Organization* budget has been based are described throughout the budget schedules and explanatory notes.

BUDGET ASSUMPTIONS

Salaries are adjusted annually for inflation by 3.5% and all other direct costs are adjusted annually for inflation by 3.5%. We will provide the Ashshash project with documentation showing that these adjustments are in line with the organization policies and practices on other grants and awards.

OPERATING COSTS

A. SALARIES

Name of Organization will engage the following staff:

(For each staff member, list the position, the level of effort (percentage of time to be spent on the Ashshash project subaward) and brief description of duties. Also mention how the organization sets salaries and determines promotions and pay increases. This should also include a breakdown of salary, benefits, and taxes.

B. OTHER DIRECT COSTS (ODC)

ODC includes costs related to office and other operations needed to support staff and activities under the subaward. The following operating costs will be incurred in implementing activities under the Ashshash TSP subaward.

(Please provide descriptions and justifications for the costs budgeted under this section. For each budget line item include a description of the item (e.g. office rent, # of units, unit cost (the amount and how the unit cost is determined), and a very brief statement of why the item is needed for the activities proposed in the organization's application

PROGRAM COSTS

C. Enrollment in Economic Empowerment Services

(For each activity, list the line item included in the proposed budget, # of units, unit cost, a brief description (e.g. no. of days, trainees, and general logistical information relevant to cost) and why the activity is needed to achieve Ashshash objectives and targets for TSP subawards.)

D. Vocational Skills Development Training

(For each Project Activities, list the budget line item mentioned in the budget template, quantity necessary, unit cost, and why these items necessary to support this particular project. Please mention the organizational contributions if any)

E. On the Job Training (OJT)

(For each Project Activities, list the budget line item mentioned in the budget template, quantity necessary, unit cost, and why these items necessary to support this particular project. Please mention the organizational contributions if any)

F. Job Placement Support and Follow-up

(For each Project Activities, list the budget line item mentioned in the budget template, quantity necessary, unit cost, and why these items necessary to support this particular project. Please mention the organizational contributions if any)

G. Entrepreneurship Development

(For each Project Activities, list the budget line item mentioned in the budget template, quantity necessary, unit cost, and why these items necessary to support this particular project. Please mention the organizational contributions if any)

TOTAL DIRECT COSTS

(Please summarize Total Direct Costs to show the ratio of Operating Cost to Program Costs, highlighting compliance with guidance on the 30:70 ratio provided with the budget template.)

Budget Template Completion Instruction

General Information

- a. The maximum subcontract performance period will be for 36 months.
- b. Please provide the number of survivors you are proposing in cell G9
- c. Please do not modify the template, including formulas when preparing the proposed budget
- d. Please provide all the costs in BDT.
- e. Please provide 'unit type' where applicable
- f. Please use the costs provided by Ashshash as needed to prepare the proposed budget. You may add lines for costs identified that are not included.
- g. Winrock reserves the right to request all financial and other documents relevant to the subaward, including bank statements, for the purpose of review, validation, audits and other purposes.
- h. Disbursements and payments will be based on enrolment, training and job placement achieved using Ashshash guidelines.
- i. The Ashshash project does not have a VAT/Tax exemption from the NBR. VAT/Tax will be deducted as per GOB's prescribed rule (if applicable). Any other taxes on approved Ashshash activities for which the organization will be liable for payment to government will need to be reported in financial reports to Ashshash, along with the official receipt of payment.

Fund Disbursement arrangement for TSP

The fund will be disbursed to TSPs under a "pay for performance" system based using the following Disbursement Schedule as a general guideline.

Installment	Payment Amount (as per agreement)	Deliverables	Payment Schedule
1 st	40% of total amount	Trainee enrollment report	Upon enrollment
2 nd	30% of total amount	Training completion report	Upon training completion and certification
3 rd	30% of total amount	Employment report	Upon employment and 06 months retention in job

1st installment: Training Service Providers (TSP) may invoice Ashshash 40% of training cost per beneficiary at enrollment/start of training. As part of enrollment, the TSP will conduct an initial beneficiary needs assessment over the 2-day period using different tools to identify the economic empowerment services needed. The TSP will then submit a trainee enrollment report to the Ashshash project. Upon validation, Winrock will disburse the 1st installment.

2nd installment: TSPs will submit requests for reimbursement for each beneficiary trained at the completion of the training course and subsequent certification of the graduates of each batch of training. TSPs will be reimbursed 30% of the training cost of each beneficiary trained. After completing classroom-based and on-the-job training, all trainees will be assessed using competency-based assessment tools. Industry experts will carry out assessments and clear trainees to receive training completion certificates from the TSP. TSP will submit a training completion report to Winrock. Upon validation, Winrock will disburse the 2nd installment.

3rd installment: TSPs will receive the final installment of 30% of training cost once 90% of graduates certified as completing training have been employed in local and national job markets and have retained in the job for at least 6 months after employment.

Financial Reporting for TSP

a. As subcontractors, TSPs will submit financial reports and invoice Winrock on a monthly basis based on a pay-for-performance system. Payments will be provided based on invoices and review of documentation of services delivered. The report will be focused on the achievement of outputs and outcomes against the budget and targets for the subcontract.

b. Winrock will conduct an external audit annually.

Inflation/ Price increase consideration

a. Please consider yearly inflation while budgeting. Ashshash allows a maximum of 3.5%.