

# Terms of Reference for Developing Soft Skills Modules for the USAID BIJOYEE Project

## 1. Background and Objective

The USAID BIJOYEE project is a five-year initiative grounded in Positive Youth Development (PYD) principles, and aimed at enhancing inclusive and locally-led development in Bangladesh. The BIJOYEE project will provide soft skills training to 250,000 youth (within 18 – 35 years of age) of which 82% will be among those not in education, employment, or training (NEET) and 18% will be from among youth in education, employment, or training (EET). Within the total numbers, 60% will be women; 6% from host communities in/around Cox's Bazaar; 1-3% youth with disabilities; and 1-7% youth from indigenous communities, with diverse sexual orientations and gender identities (SOGI), Dalits or gig economy workers. 60% of the participants are expected to be engaged in new employment through the project, including 10,000 entrepreneurs. The project is being implemented in urban and peri-urban areas of Dhaka, Chattogram, Khulna, and Rangpur. The BIJOYEE project will also develop the capacity of 300 grassroots Youth-led Organizations (YLO)/ Youth Serving Organizations (YSOs), and develop the capacity of 4000 human resource management officials in the private sector.

The BIJOYEE project is being implemented by a consortium led by CARE Bangladesh. The consortium partners include the Bangladesh Youth Leadership Center (BYLC), the JAAGO Foundation, and UCEP Bangladesh. The Dhrubotara Youth Development Foundation / DYDF and The Earth Society are UCEP Bangladesh's downstream partners in this project. Technical support is being provided on issues of disability and accessibility (by Access Bangladesh Foundation), SOGI inclusion (Bandhu Social Welfare Society), indigenous youth issues in Tahzingdong, and dignified work (Safety and Rights Society). The BIJOYEE Project will also work closely with the Directorate of Youth Development (DYD) ) and the National Youth Council on building an enabling environment for youth by reinforcing effective local youth systems.

The BIJOYEE project recognizes that the training provided through its interventions must, on the one hand, be able to equip youth (NEET and in EET) so that they are able to access employment opportunities in the market and on the other hand, also provide employers with skilled employees required for their workplace. In this light, the project emphasizes on the importance of Soft Skills in its role to reinforce the employability potentials of prospective employees or job seekers. A consultant with demonstrated Soft Skills expertise is being assigned to develop the soft skills modules for the BIJOYEE project. The models will be used to develop a pool of master trainers for the project, who will train youth (NEET, EET and on-the-job) to strengthen their employability skills and career path development opportunities.

## 2. Scope of Work and Deliverables

Based on BYLC's outline and the BIJOYEE project requirements, the consultant will develop the following:

2.a. Package 1: Soft Skills Training Model for NEET youth

2.b. Package 2: Soft Skills Training Model for EET youth

2.c. Package 3: Soft Skills Model for On-The-Job Training for youth

2.d. Package 4: Soft Skills Training Model for Trainers and Master Trainers.

Each package will include education / training / teaching-learning materials / resources (including trainers guides / manuals, session / lesson plans, worksheets etc.) and activities (including icebreakers), M&E mechanism/ Learning Loops (including formative and summative assessment tools) etc. Each model must be of 5 days duration and spread over at least 60 sessions. The consultant will ensure that the models are creative, innovative, interactive, local-context aligned, market demand based, portable and user-friendly.

The consultant will collaborate with the BIJOYEE consortium and technical partners, CARE Bangladesh and the Department of Youth Development (DYD) to develop the curriculum and ensure that it reflects USAID's PYD approach and the project's focus on Social Inclusion. The consultant will work closely with the Curriculum Officer and other relevant project staff.

The consultant will ensure the approval and accreditation of the models, as required from related authorities.

The consultant will conduct the ToT for the Master Trainers and Trainers, using Package 4 and provide guidance, if needed, for their use of Packages 1,2 and 3 in the project.

### **3. Methodology, Duration and Timeline**

The consultant will propose a draft methodology before onboarding and will have this approved upon signing of contract. The consultant will maintain the following deadlines:

February 1, 2024 - February 25, 2024: Complete Packages 1,2,3 and 4. (write curriculum, manuals, workbooks etc)

March 1, 2024 - March 15, 2024: Conduct a 5 days residential training for the trainers.

### **4. Reporting and Administrative Support**

The consultant will maintain a work plan and timesheet and report to the Executive Director of BYLC and the Chief of Party (CoP) for the BIJOYEE project.

The consultant will not be provided with any hardware/equipment/device and therefore must make necessary arrangements to carry out the assignment. A work desk may be provided if needed. BYLC will provide support for organizing the training.

### **5. Requirements and Experience**

#### **5.a. Technical skills:**

- Successfully developed models, curriculum and materials, and conducted training and assessments on Soft Skills for income and employment generation, with focus on job placement and enterprise development for at least 8 years
- Advanced knowledge of ILO principles related to skills and enterprise development
- Knowledge about USAID work modalities and PYD approach
- Experience working with and for NEET and EET populations
- Demonstrated experience in project cycle management

- Demonstrated expertise working with the private sector, government, civil society actors
- Proficiency in information technology

#### **5.b. Soft skills:**

- Written and verbal communication in Bangla and English
- Public speaking and presentation skills
- Demonstration of universal values including empathy, respect towards diversity, non-discrimination, mutual respect
- Organization skills including work management, time management, team management

#### **5.c. Educational qualifications:**

- Master's or Advanced Degree in Business Administration, Development Economics, Public Administration, Education, Sociology, or related fields.
- Minimum 2nd class in all public examinations. A higher degree or relevant training and working experience with the NEET population will be considered an added advantage.

#### **6. Application Procedure (mandatory):**

Email CV with a cover letter explaining why you believe you are the best candidate for this assignment, your proposed methodology and an indicative budget for the assignment to [career@bylc.org](mailto:career@bylc.org) Mention the ToR topic in the subject line. The deadline for application is 24 January 2024. Only shortlisted candidates will be contacted for further discussion.