

TERMS OF REFERENCE (ToR)

Consultant/Trainer for Training Youth on Content Creation

1. Introduction and context

Project title	Together for Tomorrow: Enhancing Cooperation for Social Sustainability
Grant number	Nagorikata-CfP III-DALIT-019
Technical Support By	GFA Consulting Group
Funded By	Switzerland, Canada and European Union
Project period:	15 May 2025 to 14 May 2027
Implementing partner	DALIT

1.1 About DALIT: DALIT is a non-governmental, non-partisan and non-profit organization working with Dalit and other marginalized communities in Bangladesh since 1998. Its work combines education and skills development with community participation, advocacy and access to services. DALIT is committed to gender equality, social inclusion, safeguarding and the meaningful participation of marginalized people in decisions affecting their lives.

1.2 Detail of the Project: The project “Together for Tomorrow: Enhancing Cooperation for Social Sustainability” promotes inclusive civic engagement and participatory governance among Dalit and other marginalized communities, women and youth in Bajua, Banishanta and Loudobe unions of Dacope Upazila, Khulna. It supports community voice, cooperation with public institutions and social accountability, contributing to SDG 5 (Gender Equality) and SDG 16 (Peace, Justice and Strong Institutions). The project’s Outcome 4 focuses on strengthening the capacity of civil society organizations and youth networks for sustained civic engagement. The project also supports community-level advocacy and a mobile grievance redress application. Youth participants will be supported to communicate local governance and accountability issues through ethical, accessible digital content. By promoting digital inclusion, evidence-based advocacy, and institutional partnerships, the project envisions an empowered, informed, and cohesive civic space in coastal Bangladesh where marginalized groups actively shape governance and contribute to equitable and sustainable community development.

1.3 Background of the activity (Training)

The ‘*Together for Tomorrow*’ project recognize that digital skills are important for modern civic engagement. Youth Civic Engagement Committees have been formed in Bajua, Banishanta, and Loudobe unions to take part in local governance and promote accountability. However, they still face a major challenge. Many committee members do not yet have the technical skills needed to communicate issues effectively through digital platforms. They need support to turn complex topics like social accountability and human rights into clear and engaging digital content.



To

address

this,

the project is launching a capacity-building initiative focused on digital media and content creation. This training is designed to transition youth leaders from passive consumers of media to active producers of strategic advocacy content. By mastering mobile-based tools, these young leaders will be able to produce high-impact assets-such as short videos and info graphics-that highlight the specific challenges of Dalit and marginalized communities. Ultimately, this empowers youth to lead evidence-based advocacy campaigns that are culturally relevant and digitally persuasive, ensuring the long-term sustainability of community-led governance.

1.4 Training Participants and Location

The training is intended for members of the Youth Civic Engagement Committees formed by the project in Bajua, Banishanta and Loudobe unions. The training will be delivered at one central venue in Khulna.

2. Objectives of the Assignment

2.1 Overall Objective

Youth Civic Engagement Committee members can independently produce and disseminate accessible, ethical and locally relevant digital content that amplifies the voices of Dalit and other marginalized communities and supports inclusive governance and civic engagement.

2.2 Specific Objectives

- Strengthen participants' ability to identify community issues and turn them into clear, accurate and compelling digital stories.
- Build practical skills in mobile photography and videography, basic editing, and infographic/poster design using accessible tools.
- Enable participants to plan and share digital advocacy content through relevant community and social-media channels, including Facebook groups where appropriate.
- Ensure participants apply informed consent, privacy, safeguarding, gender sensitivity and "do no harm" principles when documenting and representing individuals and communities.

2.3 Expected Results and Means of Verification

The training contributes to project Outcome 4: stronger capacities of CSOs and youth networks for sustained civic engagement. The following targets are proposed for this assignment and should be aligned by DALIT with the project results framework before publication:

Expected result / target	Means of verification
At least 80% of participants improve their post-test score by at least 20 percentage points compared with their pre-test score.	Pre- and post-test results, disaggregated by sex and union.
Each union team produces at least one draft short advocacy video and one infographic/poster during the practical sessions; outputs are submitted to DALIT for review.	Digital files and trainer's output checklist.



All participants complete a consent, privacy and do-no-harm checklist during a practical exercise.	Completed checklist / observation sheet. Summary.
A brief follow-up recommendation identifies participants' remaining support needs and practical next steps for continued use of digital advocacy skills.	Final report and follow-up summary.

3. Scope of Work and Training Design

The assignment is for one individual consultant/trainer who is responsible for training design, delivery, learning materials, practical coaching and reporting. The consultant may propose a technical assistant only if clearly justified in the financial proposal; DALIT has not separately commissioned a second role.

- Conduct a short participant diagnostic before finalizing the curriculum; summarize findings, including digital access and learning needs, in a one-page note.
- Develop a practical training plan, session agenda, learning objectives, pre/post-assessment tools and participant-friendly materials.
- Deliver one day of face-to-face training in Bangla at the confirmed central venue in Dacope, using hands-on demonstrations and small-group practice.
- Coach participants to develop short advocacy videos and info graphics/posters based on real governance and community issues from Bajua, Banishanta and Loudobe.
- Integrate informed consent, digital privacy, safeguarding, gender equality, social inclusion, accuracy and do-no-harm principles throughout the training.
- Review participants' draft content and provide actionable feedback; submit editable/source files and final outputs to DALIT.
- Submit attendance, assessment results, participant feedback, a follow-up support summary and a concise final report.

4. Methodology and Indicative Training Plan

The consultant will use a participatory, learner-centred and practice-based approach. Training delivery and materials will be in Bangla, using simple language, visual demonstrations and accessible mobile tools. The agenda below is indicative; the consultant may refine timings in the technical proposal while retaining the one-day duration and all core learning objectives.

Session	Practical Output
Welcome, expectations.	pre-test and safeguarding ground rules Baseline and safe learning environment
Digital storytelling issue selection, fact-checking, story structure and consent.	Story idea / storyboard
Mobile photography and videography framing, sound, light and interview basics Practice.	photos and short clips
Mobile editing and short advocacy video production.	Rough-cut video
Infographic/poster design for civic messages.	Draft infographic/poster

Digital advocacy and responsible sharing through social platforms.	Simple content-sharing checklist
Privacy, informed consent, safeguarding, gender sensitivity and do no harm.	Consent and safety checklist
Group presentations, peer feedback and revisions.	Draft team outputs
Post-test, feedback and next steps.	Learning assessment and feedback

Group size and facilitation:

The number of participants must be confirmed by DALIT before publication. The consultant should propose a realistic facilitation arrangement for the confirmed group size and identify any technical assistant required, with the associated cost. The default expectation is one lead trainer; any additional facilitator must be approved by DALIT.

Inclusion and accessibility: schedule breaks and timing with participants' needs in mind; provide a respectful, women-friendly and accessible learning environment; encourage equitable participation; avoid requiring participants to publish content publicly during the session; and ensure consent is obtained before photographing or recording participants.

Learning measurement: use a short pre-test and post-test, observation of practical tasks, review of team outputs and participant feedback. Micro-teaching is not required; participants will present and explain their draft content for peer feedback.

5. Deliverables and Timeline

The assignment must be completed no later than 20 November 2026. The schedule below uses working days and assumes the training date is confirmed in the contract. DALIT will provide consolidated comments within two working days of receiving pre-training materials. One revision round is included. The consultant must propose a feasible schedule within the application window.

Deliverable	Timeline
Participant diagnostic and one-page baseline note Before curriculum finalization.	Submitted within 1 working day after diagnostic Participant profile, digital access/use.
Detailed training plan and curriculum (modules, objectives, methodology)	4 working days before training
Training materials including presentations, module, exercises, and facilitator guides.	4 working days before training; revise after DALIT's consolidated feedback Bangla materials with simple visuals; digital

	and printable formats; presentations, exercises, facilitator guide, pre/post-tests and checklists.
Delivery of the Training session	One-day training delivery On the date stated in the contract Training delivered in Dacope area.
Documentation of participant engagement, attendance records, and training photos	03 working days after training
Copies of youth-developed digital content (drafts/samples)	03 working days after training
Brief mentoring or follow-up support summary	04 working days after training
Comprehensive training completion report with feedback and recommendations	04 working days after training

The final report must include: training overview and agenda; participant numbers disaggregated by sex and union; pre/post-test results disaggregated by sex and union; participant feedback; outputs produced; challenges and lessons learned; safeguarding/consent measures taken (without disclosing sensitive personal data); and practical follow-up recommendations. All raw and editable files, including videos, images, design files, assessment tools and report annexes, must be handed over in a shared digital folder agreed with DALIT.

DALIT will review and approve the deliverables. One consolidated revision round is included in the consultancy fee. The consultant must not use or publish participant images, stories or contact details outside the assignment without documented informed consent and DALIT's written approval.

6. Management, Review and Ownership

- DALIT's project management team will manage the assignment, confirm participant arrangements and venue, and provide consolidated feedback on deliverables.
- The consultant will report to DALIT's designated project focal point and coordinate all preparation and delivery with that person.
- All training materials, templates, photographs taken for the assignment, designs, videos and other outputs developed under this contract will be handed over to DALIT, which will own the deliverables, subject to applicable third-party licences and the rights and consent of participants.
- The consultant must obtain permission before using third-party images, music, fonts or other copyrighted material and must ensure that content does not expose participants to harm.

7. Qualifications and Evaluation Criteria

7.1 Minimum Qualifications

- At least 3 years of demonstrated professional experience in digital media, content creation, communications or youth-focused advocacy.
- Practical proficiency in mobile videography, photography, basic video editing, infographic/graphic design and social-media content planning.
- Experience designing and facilitating participatory, learner-centred training for young people or community groups.
- Strong Bangla facilitation and writing skills; English proficiency is an advantage. Demonstrated commitment to gender equality, social inclusion, safeguarding, informed consent and do-no-harm practice.
- Experience with NGOs, grassroots organizations, Dalit communities or other marginalized groups is desirable.

7.2 Evaluation Criteria

Criterion	Weight
Understanding of the assignment and quality of proposed training design/methodology	30%
Relevant experience and portfolio of digital content/training work	25%
Practicality of work plan, learning assessment and deliverables	20%
Safeguarding, inclusion, consent and do-no-harm approach	10%
Financial proposal and value for money	15%

8. Budget, Logistics and Payment

8.1 Responsibilities and Cost Proposal

Applicants must submit an itemized financial proposal in Bangladeshi Taka (BDT), stating whether the offer is a lump sum and showing the professional fee, number of working days, applicable VAT/tax, travel to and from Dacope, accommodation if required, training materials, equipment and any proposed technical-assistant cost. All costs must be transparent and must not be duplicated.

DALIT will confirm before publication which costs it will cover directly. The following must be completed by DALIT before issuing the ToR: venue and refreshments; participant travel; availability of projector/speaker and other equipment; and whether any participant devices can be provided. Unless expressly stated otherwise in the final published ToR or contract, applicants should include all other costs required to complete the assignment in their financial proposal.

8.2 Payment Modalities

Payments will be made by bank transfer or account-payee cheque in the consultant's name, subject to DALIT's review and written approval of the relevant deliverables. Applicable VAT and taxes will be deducted at source in accordance with government regulations.



50% after DALIT approves the training plan, curriculum, materials and assessment tools. 50% after successful delivery of the training and approval of all post-training deliverables, including the final report and editable/source files.

09. Application Procedure

Interested individual consultants/trainers who meet the requirements are invited to submit one complete application by email to **career.dalit@gmail.com**.

Required documents:

- Cover letter explaining suitability for the assignment.
- Technical proposal (maximum 4 pages), including understanding of the ToR, training design and indicative agenda, learning-by-doing methodology, inclusion and safeguarding approach, assessment plan and work schedule.
- Financial proposal in BDT, itemized as specified in Section 8.
- Updated CV.
- Portfolio or links/samples demonstrating relevant digital content and/or training assignments.
- Valid Tax Identification Number (TIN) or equivalent proof of professional tax registration/compliance.
- Names and contact details of at least two professional referees.

Email subject line: “Application – Content Creation Trainer”.

Application deadline: 01 November 2026, 05:00 PM Bangladesh Standard Time.

Clarification questions regarding this ToR must be submitted by email to **career.dalit@gmail.com** by **01 November 2026, 05:00 PM Bangladesh Standard Time**. DALIT will provide responses to clarification questions by 02 November 2026. The confirmed training venue, number and profile of participants, training date, and cost-sharing arrangements will be communicated to applicants before the submission deadline, where applicable.

