



**Government of the People's Republic of Bangladesh
Bangladesh Ansar & VDP)
Headquarters, Khilgaon, Dhaka**

Climate Change Trust Fund (CCTF) Financed Project

Terms of Reference

For

Training Service for VDP members (6 Occupations: Solar panel Technician, Preparation of Organic fertilizer, Horticulture, Handicrafts, Food Processing and Digital Marketing & e-Commerce)

(Under the Project for Enhancing Climate Resilience and Adaptation of Vulnerable Communities – PECRAV)

**Implementing Agency:
Bangladesh Ansar & VDP**



Terms of Reference (ToR) for Six (6) trade-based Skills Training Program for Members under Bangladesh Ansar & VDP

(Under the Project for Enhancing Climate Resilience and Adaptation of Vulnerable
Communities – PECRAV)

1. Background

Bangladesh is one of the most climate-vulnerable countries in the world. The Ansar and VDP members and their families living in coastal, hilly and barind (drought-prone) regions are continuously exposed to salinity, drought, landslides, floods, cyclones and other climate-induced hazards. To strengthen the environmental resilience and adaptation capacity of these vulnerable communities, the Bangladesh Ansar & Village Defence Party (Ansar-VDP), under the Ministry of Home Affairs, is implementing the project titled “Enhancing Climate Resilience and Adaptation of Vulnerable Communities (PECRAV)” (in Bangla: “জলবায়ু পরিবর্তনজনিত ঝুঁকিপূর্ণ জনগোষ্ঠীর পরিবেশ সহনশীলতা এবং অভিযোজন সক্ষমতা বৃদ্ধি প্রকল্প”).

The project is financed by the Bangladesh Climate Change Trust Fund (BCCTF) and was approved by the 65th Trustee Board meeting of the Bangladesh Climate Change Trust (BCCT) held on 10 November 2025. The project will be implemented over a period of two years, from January 2026 to December 2027.

The project aims to build climate-resilient communities through safe water, renewable energy, alternative irrigation and livelihood skills development. One of the core components of the project (Economic Code 3231201) is the skills development training of 400 Ansar-VDP members across six (6) demand-driven trades, so that vulnerable volunteer members can secure climate-resilient and sustainable livelihoods. The training is intended to equip beneficiaries with the operation, maintenance and entrepreneurial skills associated with the green technologies and adaptation measures introduced under the project.

The six trades and their indicative distribution of 400 members are derived from the approved “Training Distribution of 400 VDP Members” plan and cover: Solar Panel Technician; Organic Fertilizer Production; Horticulture; Food Processing; Digital Marketing & E-Commerce; and Handicraft. All courses will be conducted in accordance with National Skills Development Authority (NSDA) (where applicable).

In order to deliver this training in a professional, standardized and quality-assured manner, Ansar-VDP intends to engage competent, qualified and experienced Training Service Provider(s) / Consulting firm(s) (hereinafter “the Service Provider”) to provide implementation support for the skills development training and related activities.

In addition to supporting green and climate-resilient livelihoods, Digital Marketing and E-Commerce training will enable vulnerable community members to access alternative income-generating opportunities through online business, digital services, product promotion and market access mechanisms that are less dependent on climate-sensitive livelihoods and local environmental conditions.

2. Objectives of the Assignment

The overall objective of this assignment is to engage a Training Service Provider to deliver high-quality skills development training to 400 VDP members across six (6) trades, and to provide full implementation support including curriculum delivery, trainee management, assessment, completion documentation, and reporting.

The specific objectives are to:

1. Enhance the adaptation, resilience, and livelihood capacity of vulnerable Ansar-VDP members through demand-driven, market-relevant, and climate-responsive skills training.



Provide structured skills-based and competency-oriented training to selected VDP members in six identified trades in order to improve their technical, practical, and entrepreneurial and employability skills for local employment, self-employment and enterprise development.

3. **Deliver training using relevant NSDA Competency Standards where such standards exist and are applicable. In trades where approved Competency Standards are not available, project-approved curricula and competency requirements shall be used. Certification shall be provided in accordance with the applicable accreditation and assessment arrangements approved by the PIU.**
4. Build the capacity of beneficiaries to operate, use, maintain, and commercially apply green and livelihood-supportive technologies and practices introduced under the project, including solar systems, organic fertilizer production, climate-resilient agriculture, food processing, digital marketing services, and handicraft-based enterprise activities.
5. Promote self-employment, entrepreneurship, microenterprise development, and climate-resilient income generation among trained VDP members through practical, market-oriented, and livelihood-linked training approaches.
6. Strengthen participants' readiness for wage employment, service-based work, group enterprise, and individual business initiatives after successful completion of training.
7. Ensure standardized curriculum delivery, structured assessment, proper monitoring, documentation, and quality assurance throughout the full training cycle, from trainee selection and course delivery to evaluation, certification support, and completion reporting.

3. Scope of Services

The scope of services to be provided by the Service Provider includes, but is not limited to, the following:

- 3.1 Provide complete implementation for the skills development training of 400 VDP members in six (6) trades.
- 3.2 Develop the training curriculum, session plans, training manuals, hand-outs and assessment tools for each of the six trades.
- 3.3 Arrange qualified trainers/instructors, training venues, laboratories, tools, equipment, raw materials and consumables required for each trade.
- 3.4 Mobilize, enroll and manage trainees in batches as per the approved distribution, in coordination with Ansar-VDP.
- 3.5 Provide trainees with daily allowance, conveyance, training kits, refreshment and other admissible support during the training period, in coordination with Ansar-VDP.
- 3.6 Conduct assessment of trainees and facilitate completion records, results documentation, and recognition/certification where applicable for successful trainees.
- 3.7 Support post-training linkage, including guidance on self-employment, entrepreneurship and market access.
- 3.8 Assist the Project Implementation Unit (PIU) in day-to-day training management and coordination with respective offices and stakeholders.
- 3.9 Organize inauguration and closing ceremonies, and any seminars, workshops or orientation events related to the training program.
- 3.10 Develop case studies, photo stories and completion reports documenting the training outcomes.



3.11 Assist the PIU in monitoring, field visits, content review and quality assurance throughout the training cycle.

3.12 Assist the PIU in managing communications with stakeholders, vendors and partners.



4. Training Distribution

4.1 Trade-wise Distribution of 400 VDP Members

A total of 400 VDP members shall be trained across six (6) trades. The indicative distribution of trainees, training centres/locations and batch structure is tabulated below. The course duration for each trade is 70 days. The Service Provider shall deliver all six trades to a total of 400 members.

SL	Trade Name	Training Centre / Location	No. of Members	Batch Structure
1	Solar Panel Technician	Dinajpur.	96	24 × 4 batches
2	Organic Fertilizer Production	Barguna	48	24 × 2 batches
3	Horticulture	Khagrachhari	32	Single batch
4	Food Processing	Bagerhat	32	Single batch
5	Digital Marketing & E-Commerce	Dinajpur	96	24 × 4 batches
6	Handicraft	Rangamati	96	24 × 4 batches
Total			400	—

Note: Trainee eligibility — VDP basic training certificate and SSC/equivalent. The distribution above is indicative and may be adjusted by the PIU; the final batch schedule shall be approved by the PIU.

5. Trade-wise Training Requirements

All training shall be delivered using structured course content, practical exercises, and appropriate assessment methods. Each trade shall include theory, hands-on practical training, and practical evaluation. Training materials, manuals, session plans and assessment tools shall be developed or adapted and used consistently across batches. Bangla shall be the primary language of delivery, and trade-appropriate safety practices shall be ensured at all times. Any linkage with external assessment, recognition or certification systems may be applied where applicable.

SL	Trade	Indicative Competencies / Modules
1	Solar Panel Technician	<ul style="list-style-type: none"> • Fundamentals of solar PV systems, components and site assessment. • Installation of solar panels, inverters, charge controllers, batteries and related balance-of-system components. • Operation, preventive maintenance and fault diagnosis of small and medium off grid/on grid systems. • DC/AC wiring, safety practices and basic electrical measurement skills.
2	Organic Fertilizer Production	<ul style="list-style-type: none"> • Principles and techniques of composting and vermicompost production. • Preparation of bio-compost, process control, and basic quality testing. • Packaging, storage, basic record keeping and simple cost-benefit analysis. • Entrepreneurship, customer engagement and marketing of organic inputs.
3	Horticulture	<ul style="list-style-type: none"> • Nursery establishment, seed/seedling selection and nursery management. • Cultivation practices for banana, turmeric and other high value or climate resilient crops. • Integrated pest and disease management, soil health and input use. • Post harvest handling, grading and basic market preparation.
4	Food Processing	<ul style="list-style-type: none"> • Food hygiene, safety standards and basic preservation methods. • Processing of mango pickle, mango leather (aam shotto) and selected dry food items. • Packaging, labelling, basic shelf life considerations and compliance awareness. • Fundamentals of small scale food processing enterprise and local market linkage.



	Trade	Indicative Competencies / Modules
5	Digital Marketing & E-Commerce	<ul style="list-style-type: none"> • Digital marketing concepts, social media marketing and basic campaign management. • E commerce and online store setup, product listing and customer communication. • Content development, basic SEO, use of online payment gateways (where applicable). • Pathways to freelancing, online entrepreneurship and promotion of local products. • Digital marketing and e-commerce training will support climate-vulnerable households to access alternative income opportunities that are less dependent on climate-sensitive livelihoods.
6	Handicraft	<ul style="list-style-type: none"> • Design development and production techniques for nakshi kantha and related handicrafts. • Material selection, stitching methods, finishing and quality control. • Costing, pricing, packaging, branding and simple record keeping. • Market linkage, participation in fairs and development of cottage or group enterprises.

5.1 Common Training Standards

All training shall be delivered through training institutions, training centres, STPs, accredited organizations, government facilities, project sites, community facilities, or other suitable venues approved by the PIU. For occupations covered by approved NSDA Competency Standards and where accredited STP facilities are available, training and assessment shall be conducted in accordance with relevant NSDA requirements. For occupations where NSDA Competency Standards, accreditation, assessment, or certification mechanisms are not available, training shall be delivered based on project-approved curricula. Assessment shall be conducted using project-approved assessment tools, practical demonstrations, assignments, viva-voce, and evaluation criteria approved by the PIU. Successful trainees shall receive certificates issued by Bangladesh Ansar & VDP under the PECRAV Project.

5.2 Trainer Qualification Requirements

Trainers must demonstrate the ability to deliver practical, competency-based and participant-friendly training relevant to the assigned trade.

General requirements applicable to all trainers:

- Minimum Diploma/Bachelor's degree or recognized trade qualification relevant to the assigned trade.
- Minimum 3 (three) years of hands-on professional experience and at least 2 (two) years of training-delivery experience in the relevant trade.
- Good communication skills in Bangla, ability to teach adult/rural learners, and commitment to gender-sensitive, safe training practices.



Trade-specific trainer qualifications:

Trade	Minimum Trainer Qualification & Experience
Solar Panel Technician	<ul style="list-style-type: none"> Diploma in Electrical/Electronics/Renewable Energy or equivalent trade certificate. At least 3 years' experience in solar PV installation, operation & maintenance.
Organic Fertilizer Production	<ul style="list-style-type: none"> Degree/Diploma in Agriculture/Soil Science or similar recognized expertise in composting/bio-fertilizer. At least 3 years' practical experience in organic/bio-compost production.
Horticulture	<ul style="list-style-type: none"> Degree/Diploma in Agriculture/Horticulture or similar recognized trade expertise. At least 3 years' experience in nursery, cultivation and post-harvest of high-value crops.
Food Processing	<ul style="list-style-type: none"> Degree/Diploma in Agriculture/Food Technology/Food Processing or similar recognized trade expertise. At least 3 years' experience in food preservation/processing (pickles, dried products, etc.). Knowledge of food safety, hygiene and packaging standards required.
Digital Marketing & E-Commerce	<ul style="list-style-type: none"> Degree/Diploma in IT/Marketing or similar recognized digital-marketing expertise. At least 3 years' experience in digital marketing, social media and e-commerce operations. Practical experience in online store setup and freelancing/online income generation preferred.
Handicraft	<ul style="list-style-type: none"> Diploma, certificate, or recognized practical expertise in handicrafts, cottage industries, embroidery, Nakshi Kantha production, tailoring, fashion design, or related fields. At least 3 years' practical experience in handicraft production and a minimum of 2 years' training-delivery experience.

The Service Provider shall ensure an adequate number of qualified trainers/instructors and assessors to deliver all batches across the six trades within the assignment period. The trainer-to-trainee ratio shall be appropriate for safe and effective hands-on practical training.

6. Service Provider Team Composition

6.1 Key Experts

The broad qualifications of the Key Experts are given below. The responsibilities shall be assigned by the Service Provider to complete all deliverables in a professional manner. CVs of the Key Experts shall be evaluated.

SL	Designation	Indicative Qualification	No.
1	Team Leader	<ul style="list-style-type: none"> Minimum BBA / Bachelor's degree in any discipline. At least 5 years' experience in skills development / with supervisory experience. Proven experience implementing nationwide training programs. Strong coordination, reporting and stakeholder-management skills. 	1
2	Curriculum & Content Developer	<ul style="list-style-type: none"> Minimum Bachelor's degree in any discipline Proven experience developing training content and assessment tools Capable of collaborating with technical SMEs to convert technical content into effective learning materials. 	2



	Designation	Indicative Qualification	No.
	Trade Technical Experts (Solar, Organic Fertilizer, Horticulture, Food Processing, Digital Marketing, Handicraft)	<ul style="list-style-type: none"> Relevant diploma/degree or recognized trade expertise in the respective trade. At least 5 years' hands-on experience and training-delivery experience in the trade. 	6
4	Monitoring, Evaluation & Documentation Specialist	<ul style="list-style-type: none"> Minimum Bachelor's degree in any field. At least 5 years' experience in M&E, field monitoring, and report/case-study writing. Experience with digital data collection and analysis. 	1
5	Coordinator	<ul style="list-style-type: none"> Bachelor's degree; 5 years' experience in training/project coordination. Experience working with Government / development-partner organizations preferred. Strong ICT and communication skills. 	1

6.2 Indicative Time Inputs of Key Experts

SL	Key Expert	No.	Man-month (each)	Total (mm)
1	Team Leader	1	11	11
2	Curriculum & Content Developer	2	3	6
3	Trade Technical Experts	6	8	48
4	Monitoring, Evaluation & Documentation Specialist	1	11	11
5	Coordinator	1	11	11
Total Key Expert Inputs				103

Note: (a) The Service Provider is responsible for reviewing the required services and may propose its own requirements for key experts, trainers and support staff to complete the services satisfactorily. (b) The number and time inputs of experts proposed shall match the Service Provider's Technical Proposal. Time inputs above are indicative and must fit within the overall 11-month assignment period.

7. Duration

The entire assignment, including mobilization, delivery of training across all six (6) trades, assessment, certification, documentation and submission of all reports and deliverables, shall be completed within eleven (11) months from the commencement date of the contract. The actual classroom and practical training for each batch shall be of 70 days' duration, and the Service Provider shall schedule batches (running in parallel where required) so that all 400 members are trained within the overall 11-month period.

8. Deliverables

The following table describes the deliverables of this assignment, which are the outputs of the activities specified under the Scope of Services.

Key Activities	Timing	Report / Output	Delivery Conditions
Inception report (work plan, batch schedule, trainee mobilization plan, curriculum mapping)	Within 1st month of the contract	Inception Report	3 hard copies, 1 soft copy; PPT presentation



Key Activities	Timing	Report / Output	Delivery Conditions
Curriculum, training manuals & assessment tools for six trades	Before commencement of each trade	Curriculum & Manuals	3 hard copies, 1 soft copy; editable source files
Summarization of monthly training activities	1st week of each consecutive month	Monthly Progress Report	3 hard copies, 1 soft copy
Batch-wise training completion (per trade/batch)	Within 15 days of batch completion	Batch Completion Report	3 hard copies, 1 soft copy; trainee assessment records
Monitoring, field visit & quality assurance reports	Quarterly	Monitoring Report	3 hard copies, 1 soft copy
Documentation: case studies & photo stories	Mid-term and end of assignment	Documentation	Minimum 6 case studies; photo stories
Final completion report (all 400 members trained)	Final month of the contract	Final Completion Report	3 hard copies, 1 soft copy; PPT presentation

9. Documents to be submitted:

- a. Company Profile
- b. Trade License
- c. VAT Registration Certificate
- d. Work Experience Certificate (related service only)
- e. TIN & BIN Certificate
- f. The Service Provider shall have successfully implemented at least one (01) skills development, vocational training, livelihood development or capacity-building program involving a minimum of 300 trainees/participants during the last five (05) years. Documentary evidence in support of such experience shall be submitted with the proposal.

10. Tender submission address:

Welfare Branch , Bangladesh Ansar and VDP, Headquarters, Khilgaon, Dhaka, Bangladesh.

11. Conclusion

This skills development component will help translate the project's climate-resilient investments into practical livelihood opportunities for vulnerable Ansar-VDP members. By engaging a capable Training Service Provider to deliver structured, market-relevant courses in six trades, the project will build a pool of trained members who can operate, maintain and commercially apply green technologies, improved agricultural practices, food processing techniques, digital marketing services and handicraft skills. Because the assignment covers curriculum design, training delivery, assessment, completion documentation, monitoring, documentation and post-training linkage support, the training process will follow clear standards and quality checks, with any external recognition or certification facilitated where applicable. Overall, this Terms of Reference provides a simple, practical framework to select and guide the Service Provider so that all 400 VDP members receive useful, inclusive and livelihood-focused training that strengthens climate resilience and adaptation in their communities.