



Department of Youth Development
Ministry of Youth and Sports



Letter of Intent (LOI)

Between

The Department of Youth Development

And

The British Council in Bangladesh

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A handwritten signature in blue ink, consisting of a stylized initial followed by a horizontal stroke.

This Letter of Intent (LOI) has been executed and signed on 04th Jan 2024 between:

The Department of Youth Development, Government of The People's Republic of Bangladesh, with its principal office at Jubo Bhaban, 108, Motijheel C/A, Dhaka-1000, Bangladesh

AND:

The British Council, incorporated by Royal Charter and registered as a charity (under number 209131 in England & Wales and number SC037733 in Scotland), with its principal office at 1 Redman Place, Stratford, London, E20 1JQ, operating through its local office at 5, Fuller Road, Dhaka 1000, Bangladesh

(In this LOI, the *Department of Youth Development* and the *British Council* are referred to as the "participants" (and each as a "participant").)

FOR:

The two Participants to work together to:

- i) enhance the soft skillset (*including but not limited to Financial Literacy and Critical Thinking*) of young people receiving training at the selected training centres of the Department of Youth Development
- ii) to solicit feedback from different groups of young people in Bangladesh from different geographic and socio-economic contexts regarding the National Youth Policy and the corresponding action plan.
- iii) engage at advisory capacity for the British Council's national youth research initiative called "Next Generation Bangladesh".

This understanding outlines the Terms of Reference identified in Annex 1 and provides a framework for non-exclusive cooperation and collaboration between the Participants.

Background:

The Participants have agreed that there is a need of skills development of the youth trainees (enrolled in DYD training facilities) in Financial Literacy and Critical Thinking, which will help them to realise their entrepreneurship potential and also employability. Therefore the Participants will work together on a pilot project to enhance young people's soft and life skills (*including but not limited to Financial Literacy and Critical Thinking*) through developing contextualized training modules on Financial Literacy, Critical Thinking (and other soft skills mutually agreed by the Participants) and providing a comprehensive Training of Trainers (ToT) program for the trainers of selected youth training centres of the Department of Youth Development (DYD). The ultimate goal is to create opportunities for young people to develop their necessary soft skills including but not limited to Financial Literacy and Critical Thinking, which will increase their employability and entrepreneurship potential. The Participants will also work collaboratively to collect feedback from different



groups of young people in Bangladesh from different geographic and socio-economic contexts regarding the National Youth Policy and the corresponding action plan, with an objective that this feedback will enhance the understanding of whether the young people's perceptions and priorities are reflected in the national policy and the action plan. The information to be obtained from this exercise may serve as an important reference point which could be utilised in the future. The Participants will also work collaboratively to steer the strategic direction of the national youth research conducted by the British Council titled 'Next Generation Bangladesh', where the research aims to understand the needs, potential, and aspirations of young people in Bangladesh.

NOW THIS LOI WITNESSES AS UNDER:

1. Purpose

The purpose of this Letter of Intent ("LoI") is for the Participants to work together through various initiatives as outlined in this LoI and mutually agreed to create a better future for the youth in Bangladesh.

2. Audience:

The partnership aims to engage with a variety of stakeholders in Bangladesh and United Kingdom, altogether at individual, organisational and community level. The initiatives are designed to engage with the following audiences:

- Government (i.e. Ministry of Youth & Sports)
- Young people in different locations across Bangladesh
- Academia, Development Organisations, Donor Agencies, Private Sector (for the advisory panel of the national youth research titled 'Next Generation Bangladesh' undertaken by the British Council)

Key Areas of Collaboration:

A. Upskilling the Youth of DYD training centres with Soft Skills Development:

Roles and responsibilities of the Participants for this activity

The British Council	The Department of Youth Development
1) Will develop training modules and associated toolkits on Financial Literacy and Critical Thinking and other soft skills & life skills upon agreement with the DYD. 2) Provide technical and financial support in developing selected faculty members as facilitators by arranging Training of Facilitators (TOFs) in collaboration with the DYD. 3) Provide programme delivery manual to DYD team.	1) Nominate trainers (from selected DYD training centers) who will attend ToTs and then deliver Youth Leadership Training at district level. 2) The ToT recipients will cascade youth soft skills, life skills, 21 st Century skills training including Financial Literacy and Critical Thinking for the trainees of selected DYD training centres topping up the existing curriculum. 3) Keep record of the following: <ul style="list-style-type: none"> ○ Young people's database, profiles and agreements ○ Training reports




The British Council	The Department of Youth Development
4) Provide technical support to maintain record keeping (database templates, reporting formats, M&E framework). 5) Provide national and international networking opportunities to trainers and the young people through national and international exchanges, events, conferences, dialogues etc. 6) Assume any additional roles and responsibilities other than the above upon mutual agreement and understanding with the Department of Youth Development (DYD)	<ul style="list-style-type: none"> ○ Facilitator supervisions, assessments ○ Training participants' feedback (baseline forms, post-workshop evaluation forms, end-line forms), as required for periodic reporting 4) Assume any additional roles and responsibilities other than the above upon mutual agreement and understanding with the British Council

B. Solicit feedback from different groups of young people in Bangladesh regarding the National Youth Policy and the corresponding action plan:

Roles and responsibilities of the Participants for this activity

The British Council	The Department of Youth Development
1) Will organise 8 Divisional events and 1 National event which will include interactive workshops, focus group discussions, and other participatory activities with young people to solicit their feedback on the National Youth Policy and the corresponding Action Plan. 2) Will finalise the event plan and the event participants in consultation and in agreement with the Department of Youth Development 3) Will generate report(s) outlining the analysis & summary of the youth feedback on National Youth Policy and Action Plan, and potential recommendations. 4) Assume any additional roles and responsibilities other than the above upon mutual agreement and understanding with the Department of Youth Development (DYD)	1) Will nominate district youth council members from diverse backgrounds/socio-economic groups and geography. 2) Will review the event plans and the event participants. 3) Will invite representatives of DYD to the event(s). 4) Assume any additional roles and responsibilities other than the above upon mutual agreement and understanding with the British Council.




C. Engage at advisory capacity for the British Council's national youth research initiative called "Next Generation Bangladesh".

Roles and responsibilities of the Participants for this activity

The British Council	The Department of Youth Development
<ol style="list-style-type: none"> 1) Will organise a stakeholders onboarding workshop for the national youth research titled 'Next Generation Bangladesh'. 2) Will organise subsequent stop-and-think workshops to discuss intermediate research findings and collect advise from the task force members. 3) Will organize stakeholder galvanisation workshop to share the final findings of the research. 4) Will organise the launching event of the research report. 5) Will organise follow up stakeholder workshop to reflect on the usage and impact of the research report since its launch, and how to continue using and sharing the research in the future. 6) Assume any additional roles and responsibilities other than the above upon mutual agreement and understanding with the Department of Youth Development (DYD) 	<ol style="list-style-type: none"> 1) Will nominate Senior Representatives of DYD to join the Youth Task Force (YTF) of national research initiative called Next Generation Bangladesh. 2) Will participate in the workshops for the youth task force as requested by the British Council. 3) Assume any additional roles and responsibilities other than the above upon mutual agreement and understanding with the British Council.

3. Amendments:

This LOI may be amended at any time in writing by mutual decision of the participants.

4. Termination:

This LOI may be terminated by either participant giving three months' written notice. The participants will consult to determine how any outstanding matters should be dealt with.

A termination of this LOI shall not affect any rights or obligations which have accrued or arisen under this LOI prior to the time of termination and such rights and obligations shall survive the termination of this LOI.

5. Disputes




Any disputes about the interpretation or application of this LOI will be resolved by consultations between the participants, and will not be referred to any national or international tribunal or any national or international court or third party for settlement.

In the event of a dispute, the participants will attempt in good faith to negotiate an amicable resolution by constitution of a two-member committee consisting of a senior representative from the Department of Youth Development, and the British Council. If this process fails to reach agreement, the dispute is to be resolved by agreement of the respective organisational Heads of the participants.

6. Term and Effective Date

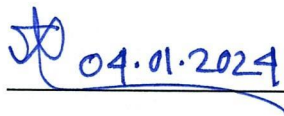
The participants have decided that the duration of this LOI shall be 3 years from the date of signing.

This LOI may be extended by mutual written decision of the participants.

THE PARTICIPANTS HAVE SIGNED THIS LOI ON THE DAY AND DATE MENTIONED HERE IN ABOVE.

On behalf of
The Department of Youth Development

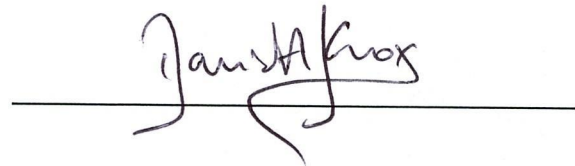
Name: Dr. Gazi Md. Saifuzzaman
Designation: Director General (Grade 1)
Signature:


04.01.2024

Department of Youth Development
under the Ministry of Youth &
Sports, Government of Bangladesh

On behalf of
The British Council

Name: David Knox
Designation: Director Programmes
Signature:



The British Council in Bangladesh

Appendix 1
Terms of Reference (ToRs)
Roles and Responsibilities
Table A:

Activity	British Council	Department of Youth Development
A. Upskilling the Youth of DYD training centres with Soft Skills Development: <ul style="list-style-type: none"> Procurement of consultant to develop contextualized modules on Financial Literacy and Critical Thinking, and also provide ToT to selected trainers of DYD 	Lead	Assure
B. Solicit feedback from different groups of young people in Bangladesh regarding the National Youth Policy and the corresponding action plan: <ul style="list-style-type: none"> Procurement of a partner agency to conduct the workshops, galvanize the youth feedback and generate reports. 	Lead	Assure
C. Engage at advisory capacity for the British Council's national youth research initiative called "Next Generation Bangladesh". <ul style="list-style-type: none"> Procurement of research agency Formation of the multi-stakeholder advisory panel (task force) for the youth landscape research 	Lead	Assure

For the purpose of the table above:

Lead: the participant that has principal responsibility for undertaking the particular task, and that will be authorized to determine how to undertake the task. The Lead must act in compliance with any agreed (by all participants) principles at all times, and consult with the other participant(s) in advance if they are identified as having a role to assure the relevant activity;

Assure: the participant that will defer to the Lead on a particular task, but will have the opportunity to review and provide input to the Lead before they take a final decision on any activity. All assurance must be provided in a timely manner. Any derogation raised must be limited to raising issues that relate to specific needs that have not been adequately addressed by the Lead and/or concerns regarding compliance with any agreed (by all participants) principles.