

Terms of Reference (ToR)

for

Vocational Training on Tailoring and Hand stitching

- Duration: till 31 December 2025
- Number of Consultants: 4
- Location: Cox's Bazar (Camp-based Women and Girls Safe Spaces)
- Budget: BDT 64,000 (including Vat & Tax) per consultant
- Implementing Organization: ActionAid Bangladesh

1. Background

ActionAid Bangladesh (AAB) is implementing women empowerment and livelihood initiatives in Cox's Bazar to enhance the economic resilience of women and girls affected by displacement and marginalization. Vocational training in tailoring and handstitching has been an essential component of these initiatives, enabling participants to develop practical income-generating skills and become self-reliant.

To strengthen these efforts, AAB plans to engage four consultants to deliver a two-month vocational skill development training for women participants in selected Women and Girls Safe Spaces (WGSSs).

2. Objective of the Assignment

To enhance the tailoring and handstitching skills of women participants through practical, market-oriented training, enabling them to utilize these skills for income generation, self-employment, and community empowerment.

3. Scope of Work

- Facilitating hands-on practical sessions at the WGSSs.
- Monitoring participant progress and maintaining attendance and performance records.
- Coordinating with WGSS Center In-Charges and Livelihood Officers for training logistics.
- Submitting training completion reports with outcomes, participant lists, and recommendations.

4. Expected Deliverables

Deliverable	Timeline
Submission of training plan	Week 1
Practical training sessions conducted	Weeks 2-6

Final report with completion summary and participant evaluation	Week 6
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5. Required Qualifications

- Diploma or certification in Tailoring, Dressmaking, or related technical field.
- At least 1-2 years of experience in delivering tailoring or handstitching training for women.
- Experience working in humanitarian or community-based settings is highly preferred.
- Strong facilitation and mentoring skills with a focus on women's empowerment.
- Ability to prepare simple training reports.

6. Reporting and Supervision

The consultants will report directly to the Coordinators of GBV project and will work closely with Center In-Charges and WELP Officers of ActionAid Bangladesh.

7. Payment Terms

- Each consultant will receive BDT 32,000 per month, paid upon submission and approval of deliverables.
- Payment will be processed through bank transfer as per ActionAid Bangladesh's consultant policy.

8. Ethical Considerations

All consultants must adhere to ActionAid Bangladesh's Safeguarding, Code of Conduct, and PSEA (Prevention of Sexual Exploitation and Abuse) Policies. Consultants are required to ensure a respectful and safe environment for all participants during training sessions.

9. Submission of Proposal:

- Last date of Application is **15 November 2025**.
- Please click below the link to submit your proposals:

Link: <https://jobs.actionaidbd.org/consultancy>