

**Terms of Reference (ToR)
for**

Preparing a Module on “Age-Appropriate Child Development Module for the Child Space”

BACKGROUND

Since 1983, ActionAid Bangladesh (AAB) has been dedicated to eradicating poverty and injustice in Bangladesh. Their mission involves empowering women and children from marginalized communities, enabling them to lead dignified lives. AAB employs a long-term partnership approach to support these communities, currently focusing on 11 Local Rights Programs in 10 districts, benefiting around 20,000 children currently. AAB's strategic priorities revolve around nurturing underprivileged children to become active, positive contributors to society, emphasizing education and creative potential. In pursuit of this goal, AAB presently operates 84 child spaces across 11 working areas, where children of varying age groups participate in diverse sessions encompassing awareness, education, extracurricular activities, crafting, and dancing.

To further strengthen the impact and consistency of these initiatives, AAB is developing a comprehensive, **age-appropriate child development module** that will guide structured activities and experiences aligned with children's cognitive, emotional, social, and physical development stages.

This child-friendly resource will integrate life skills, social emotional learning (SEL), and 21st-century competencies through engaging and inclusive content tailored for distinct age groups. AAB is seeking a consultant with expertise in early childhood and primary child development, rights-based approaches, and creative pedagogy to lead the development of this module.

Acknowledging the immense potential of consultant expertise, ActionAid Bangladesh is keen on forging a collaborative partnership. They are confident that joining forces with consultant will significantly contribute to the progress of child space and further shared mission.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS SET FORTH IN THIS ToR, THE PARTIES HEREBY AGREE AS FOLLOW:

1. GOAL

To prepare a practical and inclusive, appropriate **child development module** for use in AAB's child spaces, fostering the cognitive, emotional, social, and life skills development of children aged 3–12 years.

2. OBJECTIVES

1. Develop an Age-Appropriate Module/Guideline

Design and develop a comprehensive, age-appropriate module for community-based child spaces that supports holistic child development across three age groups, (3–5 years), (6–8 years), and (9–12 years). The module will include developmentally appropriate content and activities focused on:

For Ages 3–5 (Early Childhood):

- Enhancing basic motor, language, and social skills
- Supporting emotional expression and regulation
- Introducing hygiene and safety practices through interactive methods
- Encouraging sharing, empathy, and basic protection concepts
- Promoting preschool readiness in literacy and numeracy through play

For Ages 6–8:

- Improving communication, collaboration, and problem-solving through games
- Reinforcing knowledge of hygiene, health, and nutrition
- Strengthening teamwork, emotional awareness, and conflict resolution
- Fostering understanding of child rights and protection

For Ages 9–12:

- Building critical thinking, leadership, and decision-making abilities
- Promoting emotional resilience, peer support, and self-regulation
- Introducing financial literacy, environmental care, and digital safety
- Expanding knowledge of rights, responsibilities, and global citizenship

Cross-Cutting Development Areas:

- Integration of 21st Century Skills: communication, collaboration, creativity, critical thinking, digital literacy, and global awareness
- Social and Emotional Learning (SEL): self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
- Embedding principles of gender equality, inclusion, and child protection throughout the modul

2. Strengthening Staff Capacity: Enhance the capacity of CSCR staff to effectively implement the developed module through orientation and skill-building sessions, ensuring facilitators are equipped to deliver inclusive, engaging, and meaningful learning experiences tailored to children's developmental stages.

3. SCOPE OF WORK

The Consultant will:

- Conduct a desk review of relevant national and international frameworks (e.g., ELDS, CRC, SDGs, NCTB PPE, and relevant life skills/SEL models).
- **Consult with AAB staff and stakeholders to understand current practices, needs, and gaps.**
- Develop a **child-friendly, age-segmented module** that includes:
 - Age-wise developmental milestones and learning objectives
 - Activity-based learning content (stories, games, art, group tasks)
 - Weekly session structure adaptable to different settings
 - Child protection, gender, and inclusion guidelines
 - Basic guidance for facilitator or volunteers
- Present a draft version for feedback and validation.
- Finalize the module based on inputs from AAB.

4. DELIVERABLES & TIMELINE

Deliverable	Timeline
Inception Report with outline and methodology	Within two weeks contract signing
First Draft of the Module	Within 1 Month
Feedback incorporation and validation presentation	Within 2 months
Final Module (print-ready + editable)	Within 3 Months

5. MODE OF PAYMENT

- AAB will compensate the Consultant a total of **BDT [Amount]**, including VAT and TAX.
- Payment Schedule:

- 30% upon submission and approval of the Inception Report
- 70% upon acceptance of the final deliverables
- Applicable VAT and TAX will be deducted and deposited as per government regulations.

AAB will transfer the agreed fund to the following bank a/c upon signing of this agreement:

A/C Title :

A/C Number :

Bank Name :

Branch Name :

Routing number :

Disbursement schedule

6. DURATION AND TERMINATION

1. **Duration:** This TOR will be in effect from the date of signing and it will be valid till----
. All activities conducted before this date within the vision of the joint collaboration will be deemed to fall under this TOR.
2. **Termination:** The partnership covered by this TOR shall terminate upon completion of the agreed upon period. The agreement may also be terminated with a written notice from either side. In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the agreement with immediate effect.

7. EXTENSION AND AMENDMENT

The ToR time period may be extended as per the requirement of the joint initiative. The extension shall be agreed upon in writing by the parties. The parties may, at any time, seek to amend the ToR, this amendment shall be in writing and signed by the parties and shall be an addendum to this ToR.

8. BUDGET SOURCE (For AAB Use Only)

Account Code	T1	T2	T3	T4	T6	T8
2140100	COFRS	8BD006	ZNA	XFR01		249

9. PROJECT FOCAL PERSON

Md Hanif Senior Officer – Child Sponsorship and Child Rights Programme, ActionAid Bangladesh

10. NOTICES

All notices, requests or other communications required or permitted hereunder shall be in writing and delivered in person with receipt, or by overnight courier, certified mail (postage prepaid, return receipt requested), designated email, as follows:

<p>If Action Aid International, to:</p> <p>Country Director Action Aid Bangladesh <u>Attention: Farah Kabir</u></p> <p>House # SE(C) 5/B (old 8) Road # 136, Gulshan-1 Dhaka 1212 Tel.: +88- (02) 55044851-7 Mobile: +880 1711883796 Email: farah.kabir@actionaid.org</p>	
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11. INTELLECTUAL PROPERTY RIGHTS (IPR)

1. Each party retains all rights, title and interest in and to its business, technology, technical know-how and IPR. Neither party acquires any rights in the foregoing from the other party except as expressly granted under this ToR.
2. All work of any kind, including but not limited to writings, databases, recordings, designs, manuals, forms, charts, graphs, tests, reports, files, training materials and works of a similar nature, produced under this TOR in furtherance of the Services during the MOA Term (collectively, the "Work Product") shall be under the copyright laws of Bangladesh. The Second Party, shall be the sole owner of all right, title and interest in and to the Work Product, including but not limited to copyrights, trademarks and service marks. In the event that any portion of the Work Product is not deemed a "work product" by a court of competent authority, the parties agree to and hereby do transfer and assign any and all right, title and interest in the Work Product to.

12. PRIVACY OF THE PARTICIPANT

All participants, including children whose participation will require the consent of their legal guardian or teacher, shall provide informed consent for their participation in the study. The collection and analysis of data shall be conducted in compliance with all applicable laws and regulations of Bangladesh. The privacy and confidentiality of all participants shall be strictly protected throughout the entirety of the collaboration.

13. CONFIDENTIALITY

1. 'Confidential Information' shall mean all information (of whatever nature and however recorded or preserved) disclosed by one Party to the other, which: (a) is marked as or has been otherwise indicated to be confidential; or (b) derives value to a Party from being confidential; or (c) would be regarded as confidential by a reasonable business person; except to the extent that such information is already in the public domain at the time of disclosure or enters the public domain otherwise than by a breach of any obligation of confidentiality or is required by the operation of law or any legal or regulatory authority to be disclosed.
2. Each Party undertakes that it shall not at any time use, divulge or communicate to any person, any Confidential Information concerning the business, projects, development activities or affairs of the other Party which may have come to its knowledge as a result of entering into this TOR (except to their legal advisors/consultants) and each of the Parties shall use its reasonable endeavors to prevent the publication or disclosure of any Confidential Information concerning such matters.

14. LIMITATION OF LIABILITY

Neither of the Parties shall be subject to any liability or responsibility for any action of the other Party, or towards any other parties, resulting from any reason or cause whatsoever under the TOR including, but not limited to, defamatory or unlawful news or content publication, non-transmission or non-receipt of any services or delay, failure or mistake in the transmission of any information through the service whether such failure, delay or mistake shall arise from accident, omission, default, negligence or any other act of the said Party, its employees or representatives.

15. FORCE MAJEURE

Neither Party shall be liable to the other for any failure to perform or any delay in the performance of any of its obligations herein, where such failure or delay is caused by any force majeure event including but not limited to any event or circumstances beyond the

control of either party, which shall include (but shall not be limited to) earthquakes, fire, accidents, acts of Almighty, pandemic, lockdown, riots, wars, national or international emergencies, acts of local government and parliamentary authority, etc. Neither Party shall be liable to the other for any consequential damages suffered by the other Party. Provided however, that the Party who is unable to or is delayed in performing any of its obligations for any reason mentioned in this clause, shall serve prompt written notice of the same to the other Party.

16. DISPUTE RESOLUTION

The Parties shall seek to resolve any dispute, controversy or claim arising out of or in relation to this TOR, or the breach, termination or invalidity thereof, shall be firstly settled amicably by mutual consultation by the parties a written negotiation offer to the others, and during 30 days

following receipt of the such offer each of the Parties shall negotiate in good faith and be represented. The decisions or outcome of these discussions shall be documented and signed by both parties. If the parties cannot resolve such dispute themselves, then the dispute may be

referred to mediation by a mediator approved by both parties. If the parties cannot able to settle the dispute through mediation process, the Parties agree that the courts of Bangladesh have exclusive jurisdiction to hear and settle any action, suit, proceeding or dispute under, arising out of or in connection with this TOR/Agreement.

17. SEVERABILITY

If any provision of this TOR is declared void, illegal or unenforceable by a court or regulatory body of competent jurisdiction, the remaining provisions of this TOR shall remain in full force and effect.

18. ASSIGNMENT

No right or liabilities under this TOR may be assigned, transferred, conveyed or otherwise disposed by either Party to any other Party without the prior written consent of the two Parties.

19. Submission of the Proposal

Interested Consultant(S)/Consultancy Agencies are requested to submit their Proposals as instructions below:

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

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