

Terms of Reference (TOR) to empanel a career counseling organization that identifies educational and career options based on the aptitude of children and youths through a standard process for SOS Children's Village International in Bangladesh

1. Background

SOS Children's Villages International is a globally recognized child-centered development organization dedicated to ensuring children's rights and care since 1949. Adhering to the principles of the United Nations Convention on the Rights of the Child (UNCRC), SOS Children's Village International in Bangladesh, (Registration No: 046, NGO Affairs Bureau), a non-profit social development organisation that provides care for children who have lost their parents or are at risk of losing parental care. It works to keep families together, provide alternative care when needed, support young people on their path to independence and advocate for the rights of children. Through the programmes, it ensures that children grow up in a safe and secure setting and become self-reliant and contributing members of society. Starting in 1972, currently SOS Children's Village International in Bangladesh is operating in 6 locations, namely: Dhaka, Rajshahi, Khulna, Chattogram, Bogura and Sylhet. Its work is guided by UN Convention on the Rights of the Child and Guidelines for the Alternative Care of Children. The total number of participants(beneficiaries) of SOS Children's Village International in Bangladesh is 70,515 as of April 2024. The five programmes of the organization are: Alternative Care, Family Strengthening, Education, Humanitarian Action and Advocacy.

It was observed that the children and youths require career counseling to identify their career plans and to be motivated to achieve those goals. To facilitate their career objectives, the organization identified the need for a career counseling service that will assess their individual needs and guide them toward achieving their goals and self reliance.

SOS Children's Villages International in Bangladesh now seeks a career counseling-based organization that will identify educational and career options based on the aptitude of children and youths through a standard process for SOS Children's Village International in Bangladesh.

2. Objective

The main objective is to identify educational and career options based on the aptitude of children and youths through a standard process. Other objectives are as follows:

The children and youths will:

- Learn about the variety of traditional and nontraditional occupations
- Learn how to choose the best career options.
- Learn how to identify the best career path.
- Develop an awareness of personal abilities, skills, interests, and motivations.
- Learn how to interact and work cooperatively in teams.
- Learn how to set goals.
- Learn the personal goal-setting process.
- Identify personal strengths and assets.
- Learn how to network with others.
- Learn how to cope with dilemma/pain/depression.

3. Scope of Work

The organization will be responsible for the following tasks:

- a. Identify the needs of individual child and youth:** Conduct a comprehensive screening of the children and youths
- b. Design the programme:** They will design the program i.e. proposal, planning, MoU etc.
- c. Conduct the programme at each SOS Children's Village:** The selected organization will conduct the programme in six locations i.e. Dhaka, Rajshahi, Khulna, Chattogram, Bogura and Sylhet.

Initially, the programme will start at Dhaka and based on the performance, the rest locations will be under implementation.

- d. **Prepare the report:** The selected organization will submit a session report regarding its improvement. After the program implementation, they will submit the final report outlining the findings, conclusions, and recommendations.

4. Deliverables

1. **Inception report:** Detailed proposal and timeline for the intervention.
2. **Interim Report:** Preliminary observation from the intervention.
3. **Final Report:** Comprehensive report with analysis, conclusions, and recommendations.

5. Timeframe

Initially, it will be 6 months of interventions but after the MoU signing, it will be ongoing for a long time.

6. **Programme participant's number:** Initially, it will be around 100 for SOS Children's Village Dhaka. Gradually, it will be around 550 in the rest of the five children's villages.

7. Qualifications and Experience

The Organization that will apply:

1. Must be working with children and youths.
2. Proven experience in working with children, Early Childhood Development, conducting training, and counseling sessions using child-centered methods, particularly in the context of child development and education.
3. Strong analytical and report-writing skills.
4. Excellent communication skills in Bangla and English.

8. Payment condition

1. The payment will be in BDT.
2. Payment will be made in two installments: 50% after completing the half sessions and an interim report and the remaining 50% upon the successful completion of the program.
3. VAT will be excluded, but tax will be included in the agreed amount.

9. Application Process

Interested organization should submit the following documents:

1. Detailed profile of the organization (not more than 3 pages) highlighting relevant experience.
2. Technical proposal outlining the strategy/methodology.
3. Financial proposal detailing the costs.

10. Evaluation Criteria

The proposals will be evaluated based on the following criteria:

1. Understanding of the scope of work
2. Relevant experience
3. Technical proposal of the intervention
4. Cost-effectiveness of the financial proposal

11. Contact Information

Applications should be sent to national.office@sos-bangladesh.org with the subject line: "*Career counseling for children and youths*" no later than **30 September 2024**. For any clarification, please contact to 01712262156 during office time 09:00 AM to 05:00 PM (Sunday to Thursday).

12. SOS Children's Villages International in Bangladesh has the right to amend, add, or delete any contents or withhold or postpone, or reject the TOR without showing any reason at any time.