

JAAGO Foundation Trust

AHEAD Bangladesh

Terms of Reference (ToR)

For

Curriculum Development, Validation Workshop and Print Curriculum

Civic and Voter Education under AHEAD Bangladesh

Type of Assignment	Design, development, and validation of a youth-focused civic and voter education curriculum, including facilitation of a 1-day multi-stakeholder Validation workshop, and production of finalised bilingual (Bangla & English) materials and facilitator's guide (print-ready and digital).
Purpose of the Module	To equip young people in Bangladesh with civic and voter education knowledge that strengthens democratic participation, fosters inclusion, and counters misinformation/disinformation. The curriculum will form the foundation for nationwide cascading training, including Master Trainer programmes and constituency-level outreach.
Project Title	Civic and Voter Education under AHEAD Bangladesh
Project Goal	To empower young and first-time voters, including women, minorities, indigenous groups, and persons with disabilities, all over Bangladesh with the knowledge and tools necessary for informed, peaceful, and inclusive participation in Bangladesh's democratic processes.
Component Highlights	Comprehensive Curriculum: Bilingual civic education module addressing civic education, civic Engagement, civic rights and responsibilities, good governance, active citizenship, voting rights, democratic values, misinformation/disinformation, and inclusive engagement. Youth-Centric Design: Interactive, accessible, and contextually relevant tools for both rural and urban contexts. Validation Workshop: Multi-stakeholder event with Government officials, International & national development partners, research centres, Policy experts, advocates, and youth representatives. Facilitator's Guide: Practical trainer notes, session flow, and delivery tips. Final Outputs: Ready-to-use bilingual (Bangla & English), print-ready and digital curriculum and guides, and 700 pcs of printed copies
Project Locations	Nationwide coverage, with workshop facilitation in Dhaka.
Project Duration	18 Months (From September 2025 to 31 January 2027)
Duration of Assignment	Up to September 30, 2025
Report Recipient	JAAGO Foundation Trust (JFT)
Donor Organization	European Partnership for Democracy (EPD) / European Commission

Section 1. About JAAGO Foundation Trust (JFT)

JAAGO Foundation Trust (JFT) is a non-profit organisation dedicated to breaking the cycle of poverty through education, youth empowerment, and community resilience. With over 18 years of experience, JFT has implemented projects across Bangladesh in partnership with bilateral and multilateral donors, foundations, and international organisations. Serving as the formal institutional framework of JAAGO Foundation, JFT ensures transparency, accountability, and compliance in all operations, enabling effective collaboration with development partners and government agencies. Through strong systems of financial management, monitoring, and reporting, JFT delivers impactful initiatives in quality education, youth empowerment, women's rights, climate action, and humanitarian response. Acting as the backbone of JAAGO's mission, JFT not only strengthens credibility with stakeholders but also sustains and expands efforts to build resilient and empowered communities across Bangladesh.

Section 2. Project Overview

The AHEAD Bangladesh Project is an initiative jointly implemented by the European Partnership for Democracy (EPD) as Lead Partner, JAAGO Foundation Trust, and other consortium members, with funding from the European Union Delegation in Bangladesh.

The project aims to advance democratic participation, civic engagement, and inclusive governance in Bangladesh by fostering youth-led initiatives, strengthening civil society capacities, and promoting democratic values across diverse communities. It builds on EPD's global mandate to support democracy as a universal aspiration and JAAGO's extensive grassroots experience in mobilising young people and marginalised groups.

The consortium will focus on designing and implementing innovative civic education and voter engagement strategies, ensuring participation of women, youth, and marginalised populations, and mitigating the risks of electoral violence and misinformation. Activities will include curriculum development, multi-stakeholder dialogues, community-level awareness campaigns, and institutional strengthening of civil society organisations.

Strong accountability and compliance mechanisms underpin the project. EPD's financial and administrative guidelines provide robust procedures for financial management, procurement, reporting, and auditing. The staff policies and code of conduct ensure adherence to principles of integrity, inclusivity, safeguarding, and zero tolerance for exploitation, harassment, fraud, and corruption.

Through coordinated action, AHEAD Bangladesh seeks to empower citizens, particularly youth and marginalized communities, to become active agents of democratic change,

thereby contributing to sustainable development, social cohesion, and long-term stability in Bangladesh.

Section 3. Project Goal and Objectives

Goal:

To strengthen democratic participation and informed citizenship among young voters in Bangladesh through a contextually relevant civic education curriculum.

Objectives:

1. Develop a comprehensive, bilingual training module for youth-focused civic and voter education.
2. Ensure inclusion of critical themes: democratic values, rights/responsibilities, peaceful participation, countering misinformation, and inclusive engagement.
3. Facilitate a national validation workshop with key stakeholders.
4. Produce a finalised curriculum and facilitator's guide for nationwide roll-out with printed copies.

Section 4. Assignment Background

The project will develop and validate a civic and voter education curriculum that enables a cascading training model across Bangladesh. An experienced national electoral expert (individual or firm) will be contracted to develop the module based on and aligned with both national policies and global democratic standards.

The curriculum will be youth-focused and cover:

- Right to vote and democratic values
- Voter participation and awareness
- Community engagement and responsibilities
- Tackling misinformation and disinformation
- Addressing electoral violence affecting women, religious groups, and marginalised communities

The module will be tailored to young voters, women, persons with disabilities, and indigenous groups, ensuring accessibility, localisation, and relevance in both rural and urban contexts. It will serve as the foundation for all cascading training activities, including Master Trainer programmes and constituency-level outreach.

Section 5. Objectives of the Assignment

5.1 Overall Objective

To design, validate, and finalise a youth-focused civic and voter education curriculum that is accessible, contextually relevant, and ready for nationwide training delivery.

5.2 Specific Objectives

1. Design a comprehensive, youth-friendly training module on civic and voter education, informed by stakeholder consultations and contextual research.
2. Ensure the curriculum covers priority themes, including:
 - Voter rights and the electoral process in Bangladesh
 - Democratic values and peaceful participation
 - Addressing misinformation, disinformation, and digital threats
 - Inclusion of women, minorities, persons with disabilities, and indigenous youth
3. Facilitate a multi-stakeholder validation workshop with government representatives, international and national development partners, research institutions, policy experts, and youth leaders to ensure accuracy, inclusivity, and relevance.
4. Revise and finalise the curriculum based on validation feedback, producing bilingual (Bangla & English) materials for widespread adoption in the cascading training model.
5. Print 700 colour copies of the module

Section 6. Scope of Work

Stage 1: Preparatory Work

- Consult with JAAGO Foundation Trust, EPD, and relevant stakeholders to agree on content scope, structure, and delivery methods.
- Produce an **Inception Report** with:
 - Proposed curriculum structure and content outline
 - Methodology for module development
 - Draft work plan and timelines

Stage 2: Module Development

- Develop one complete civic education training module that includes:
 - Detailed session plans and trainer guidance notes;

- Interactive activities such as role plays, debates, simulations, group work, and case studies;
- Modules on voting rights, democratic participation, misinformation/disinformation, and inclusive engagement;
- Practical tools for rural and urban contexts, addressing literacy, connectivity, and cultural differences;
- Ensure all materials are bilingual (Bangla and English), youth-friendly, and accessible
- Print 700 colour copies of the module- Standard size, Book Binding as per approved design

Stage 3: Validation Workshop

- Design the agenda, presentation materials, and facilitation plan for a 1-day workshop.
- Facilitate discussions with a diverse participant group, including:
 - Bangladesh Election Commission and relevant ministries
 - International and national development partners
 - Research centres and universities
 - Policy experts, civil society advocates, and youth leaders
- Collect structured feedback on the draft curriculum & prepare a validation Report

Stage 4: Digital Adaptation & Future Integration

- Ensure the module content is structured in a way that can be digitally repurposed for youth-friendly platforms, including e-learning, social media toolkits, and future digital innovations.
- Specific attention must be given to modular, easily extractable content blocks (FAQs, rights/responsibilities, myth vs. fact, scenario-based learning prompts) so that the curriculum can directly feed into a youth-focused awareness chatbot planned under later project activities.
- The consultant should collaborate with JAAGO's digital team to ensure content is chatbot-ready, with simple, conversational language and fact-checked responses to counter misinformation/disinformation.

Stage 5: Finalisation and Submission

- Revise the module incorporating stakeholder feedback.
- Submit:
 - Final Civic Education Curriculum (Bangla & English, print-ready and digital formats);
 - Printed Copies of the Curriculum;
 - Facilitator's Guide summarising learning objectives, session flow, and tips for delivery;
 - Workshop Report documenting participant list, key recommendations, and changes made;

Section 6. Deliverables

1. Inception Report with work plan, methodology, and draft module outline.
2. Draft Civic and Voter Education Curriculum (Bangla & English).
3. Validation Workshop Report with recommendations
4. Final Civic and Voter Education Curriculum (Bangla & English, **digital & print-ready with all content and designs based on a mutually agreed standard**), along with printed copies of the curriculum and module
5. Facilitator's Guide for Trainers (define level of detail (session timing, step-by-step instructions, materials checklist, assessment rubrics) and whether a **ToT variant** is required)
6. A complete event report will be submitted with relevant attachments.

Section 8. Duration & Timeline

Task	Duration	Timeline
Inception & outline approval	5 days	Week 1
Module drafting	10 days	Week 2
Validation workshop	1 day	Week 3
Final module submission	5 days	Week 4

Total: Approx. 28 calendar days

Section 9. Qualifications

For Individual Consultants:

- Advanced degree in Political Science, Law, Education, Development Studies, or related fields.
- Minimum 7 years' experience in curriculum development, civic education, or electoral training.
- Proven knowledge of Bangladesh's electoral system and democratic processes.
- Experience facilitating multi-stakeholder workshops.
- Fluency in Bangla and English (written and oral).

For Consultancy Firms:

- Relevant experience delivering similar assignments for government, NGOs, or international partners.
- Demonstrated capacity to produce high-quality bilingual training materials and a whole curriculum.
- Team with expertise in curriculum design, electoral processes, and participatory facilitation (and all the criteria from above 'Individual Consultants').

Section 10. Coordination & Reporting

The consultant/firm will report to the Project Manager – Civic & Voter Education at JAAGO Foundation Trust and work closely with the content development and training teams, with technical input from EPD.

Section 11. Budget & Payment Schedule

Payment will be made through bank transfer or Account payee cheque by thirty days after submission of final deliverables by deduction of applicable VAT & TAX as per govt. rules.

Section 12. Ethical Considerations

The consultant/firm must adhere to JAAGO Foundation Trust's PSEA Policy, Safeguarding Policy, Child labor and data protection guidelines. All intellectual property rights for the developed curriculum will remain with JAAGO Foundation Trust and the donor.

Section 13. Risks, Assumptions and Mitigation:

The risks and assumptions involved in carrying out the study should be identified and discussed together with a strategy for mitigating the risks. Due to any circumstances, if the individual consultant fails to produce the deliverables, the advance will be refunded to the JAAGO Foundation Trust account through an account payee cheque within fifteen 30 days.

Section 14. Safeguarding, PSEA:

The selected organisation must adhere to the code of conduct, PSEA and safeguarding requirements as per standards and policies at JAAGO Foundation Trust.

Section 15. General Provision:

Publicity

Any news release, public announcement, advertisement, or publicity proposed to be released concerning the proposal, activities, and or implementation plan of Team Member in connection with this Agreement or the resulting partners may only be released with a mutual understanding among the partners.

Conflict of Interest

The Parties agree that they will not, during the term of this Agreement, form any relationship that results in a Conflict of Interest. Such Conflict of Interest includes, without limitation, any relationship that may affect or which may reasonably appear to affect a Party's objectivity or ability to perform the work anticipated under this Agreement. Team Members shall notify JAAGO Foundation Trust immediately of any potential conflict of interest arising from the provision of services to any other organisation, government entity, or corporation through the term of this Agreement.

Corrupt, Fraudulent, Collusive, or Coercive Practices

JFT requires that the client as well as the client shall observe the highest standard of ethics during the implementation of framework proceedings and the execution of contracts.

Should any corrupt, fraudulent, collusive, or coercive practice of any kind hereunder come to the knowledge of the client, it shall, in the first place, allow the service provider to provide an explanation and shall take action only when a satisfactory explanation is not received. Such exclusion and the reasons thereof shall be recorded in the record of the selection proceedings and promptly communicated to the service provider concerned.

Any communications between the service provider and the client related to matters of alleged corrupt, fraudulent, collusive, or coercive practices shall be in writing.

The JFT concern department defines, for the provisions, the terms set forth below:

Corrupt practice means offering, giving, or promising to give directly or indirectly to any officer or employee of a procuring entity a gratuity in any form, employment, or any other thing or service of value, as an inducement concerning an act of decision of, or method followed by a procuring entity in connection with the procuring proceeding.

Fraudulent Practice means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of the contract to the detriment of the Purchaser.

Collusive practice means a scheme or arrangement among two or more tenderers with or without the knowledge of the purchaser (prior to or after proposal submission) designed to establish quotation prices at artificial, non-competitive levels and to deprive the purchaser of the benefits of free, open and genuine competition; and Coercive practice means harming or threatening to harm directly or indirectly persons or their property to influence selection proceedings or affect the execution of the contract.

JAAGO shall permit the client to inspect the supplier accounts and records, and other documents relating to the submission of the proposal and contract performance

Notices

All notices and other communications relating to this Agreement shall be directed only to specific persons designated as representatives of the Parties. These appointments shall be kept current during the period of this Agreement. The Parties shall not be contractually bound by any communications, except written communications signed by their respective representatives designated below for the receipt of contractual notices.

Assignment

Neither this Agreement nor any interest herein may be assigned, in whole or in part, by either Party without the prior written consent of the other Party.

Amendments

This Agreement may be amended at any time upon the mutual consent of the Parties. Any such amendment must be in writing, identify the provisions of this Agreement to be amended, and be signed by authorised signatories of the Parties.

Termination Policy

The agreement may be terminated by any party within 3 days notice in writing to the other party. However, outstanding issues are to be settled before such termination. After termination of the agreement, the financial liabilities, if due, will be resolved within 30 days from the termination date by the opposite party. If the CSP, in the judgment of the Client, has engaged in smuggling, corrupt, fraudulent, terrorist activity, carrying or trading illegal materials including drugs & weapons, human trafficking, collusive or coercive practices, JFT reserves the right to terminate the contract instantly without showing any reason.

Annexe 1: Validation Workshop Agenda & Participant Profile

A. Proposed Validation Workshop Agenda (1-Day)

Time	Session	Lead / Facilitator	Details
09:00 – 09:30	Registration & Welcome Tea	Consultant/Firm & JAAGO Project Staff	Participant registration, distribution of workshop materials.
09:30 – 09:45	Opening Remarks	Project Manager – Civic & Voter Education	Welcome, workshop objectives, and expected outcomes.
09:45 – 10:15	Context Setting	National Electoral Expert / Consultant	Overview of civic and voter education context in Bangladesh; summary of stakeholder engagement findings (A.0.4).
10:15 – 11:00	Presentation of Draft Curriculum	Lead Curriculum Developer	Walkthrough of module structure, key topics, methodologies, and interactive elements.
11:00 – 11:15	Tea Break	—	—

B. Proposed Participant Profile

Target Number: 15–20 participants

Categories:

1. Government Representatives – Bangladesh Election Commission, relevant ministries, Local Government Division;
2. International Development Partners – UN agencies, bilateral and multilateral donors;
3. Donor Team- European Partnership for Democracy, NIMD and others;
4. National NGOs & Civil Society – Organisations in democracy, youth engagement, voter awareness;
5. Research & Academic Institutions – Universities, policy research centres;
6. Policy Experts & Advocates – Specialists in democratic governance, electoral law, civic education;
7. Youth Representatives – Diverse backgrounds, including women, indigenous groups, persons with disabilities, and minorities