



Terms of Reference (ToR)

Project Coordinator for the Youth Girl Mobilization ICT Project of Bangladesh Girl Guides Association

1. Project summary

Online base ICT Training will be provided to 300 Young Women, who have appropriate devices and internet connection. Participants will be enrolled from all over Bangladesh. The focus will be given to be acquainted with different digital application and apps which are helpful for entrepreneurship, job market, and on-line education.

Objectives of the project are to help young women:

- To be skilled in using modern ICTs and be capable to participate in the online activities for coping up with new normal due to COVID19
- To be acquainted with different online educational apps, applications, scopes and process to achieve online education.
- To become employable getting very essential skills in ICT according to requirement for online education, job market and or self-employment or entrepreneurship.

Method of training:

There will be three (3) batches to provide training to 300 participants. This will be a 45 hrs long virtual course divided into 15 sessions with duration of 3 hours for each batch. Each batch with 100 participants to be completed in three months duration.

At the beginning of the training a “Training Need Assessment (TNA)” will be conducted among girls/women aged 16-30, who will be enrolled for the course. Based on the TNA report, the course will be customized.

The training will be focused on developing skills that will help the participants to learn and earn, easily become proficient in ICT so that they can enter into the field of e-learning and e-commerce.

Through utilizing these skills in ICT they will be able to get prepared for their career and/or become self-employed and also to achieve educational progress through online courses.

As many of the target group don't have access to Desktop Computer or Laptop, rather they have a smart phone, this course will offer training on using mobile applications as an alternative.

The course will include

- mobile applications on MS Office,
- Image & Video editing,
- voice to text, and
- Different tools related to e-Learning, e-Commerce, and digital marketing.
- After each class, participants will be responsible to share their learning with two of their young family members/friends.



On completion of the training 10 best learner from each batch will be awarded token prize on the basis of their assignments (on video editing, designing excel report format, power point, logo design or something they will learn from the training).

Three to six months later of the training completion an impact assessment will be done. Four case studies will be conducted which will be published in our guide magazine.

1. Project area

All over the country including 10 regions of Bangladesh Girl Guides Association based in National headquarter.

2. Target Population

300 Young Women become Skilled in ICT & Digital Platform and able to utilize the skill for online learning and career progress and they transform their learning to another 600 people.

3. Duty Station

Dhaka (Bangladesh Girl Guides Association headquarter)

4. Duties and responsibilities of Project Coordinator

The specific tasks but not limited to the following

- Handle registration process of the trainees.
- Provide technical assistance to the participants.
- Follow up the attendance of the participants
- Monitoring the daily progress of training sessions of the projects.
- Help the participants to attend the zoom sessions.
- Follow up receive of assignments from the trainees.
- Help the trainer to evaluate assignments of the participants.
- Prepare and keep the record of participants' attendance report.
- Providing detailed updates to project Officer/Project Commissioner/ Relevant Project Sub-committee members.
- Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits
- Planning meetings and organizing project logistics
- Recommendation for necessary office supplies as per Project Proposal
- Maintaining project plans, project progress, project schedules and handle any issues that arise.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Providing administrative support to Project Officer as needed.
- Ensuring project adhere appropriately maintain documentation for the project.
- Handling the social media of Project where all the news and pictures of this project will be posted. Picture and News of each batch completion will be published in Guide Magazine. There will be a drive to publish this project news in national newspaper/s.
- Provide overall coordination for project implementation support.
- Prepare and submit GYM project report monthly.



5. Duration of responsibility

Coordinator will be selected initially for one batch and will be renewal as performance/sincerity

6. Experience

N/A, experience in the related field and volunteering will be given preference.

7. Academic qualification

The candidate must have a graduate/master`s degree in Social Science/ICT or any other relevant field from a recognized university. Experience in the related field will be given preferences.

8. Honorarium

Honorarium will be given Tk. 7,000/- as per coordination/completion of Training for one batch.