

JAAGO Foundation Trust

NexGen Graduate Fellowship Programme

Terms of Reference (ToR)

For Engagement of Trainers, Resource Persons, Mentors, and Evaluator/Assessors

Type of Assignment	Framework / roster-based professional engagement covering short-term consultancy, part-time mentorship, session-based training, residential bootcamp facilitation, and event-based judging support under the NexGen Graduate Fellowship Programme.
Position Titles Covered	Resource Person / Trainer; Specialised Trainer / Bootcamp Trainer; Cross-Sector Mentor; Consultant / Evaluator/Assessor for Selection Sprint.
Purpose of the Assignment	To provide high-quality, ethical, inclusive, and context-responsive support across candidate selection, experiential learning delivery, residential bootcamps, practicum readiness, and structured mentorship for young graduates in Bangladesh.
Project Title	NexGen Graduate Fellowship Programme
Project Goal	To develop a future-ready, inclusive graduate fellowship model that strengthens leadership capacity, cross-sector collaboration, and problem-solving skills among young graduates in Bangladesh.
Component Highlights	Equity-focused selection sprint; modular and experiential learning journey; residential leadership bootcamps; cross-sector mentorship ecosystem; practicum readiness; Quad-Helix exposure across government, civil society, academia, and private sector.
Project Locations	Dhaka Division, with implementation in Dhaka and accessible locations such as Gazipur, Narayanganj, Savar, and practicum-linked learning sites, as determined by the programme.
Project Duration	30 months: September 2025 to 28 February 2028.
Assignment Duration	Assignment-specific. Engagement may be event-based, session-based, module-based, cohort-based, or 6-month mentorship-based, as defined in the work order, engagement letter, or consultancy agreement.
Report Recipient	JAAGO Foundation Trust & YouthNet Global, through the Fellowship Management Team.
Program	Nagorikota- Civic Engagement Fund
Donor Organization	Multi-institutional donor

Section 1. About JAAGO Foundation Trust & YouthNet Global

JAAGO Foundation Trust (JFT) is a non-profit organisation working to break the cycle of poverty through education, youth empowerment, and community resilience. YouthNet Global is a youth-led organisation working to promote youth leadership, civic engagement, climate action, and inclusive development through advocacy, capacity building, and community mobilisation.

Through the NexGen Graduate Fellowship Programme, JAAGO Foundation Trust, together with YouthNet Global, is implementing a structured, experiential, technology-enabled, and personalised fellowship model to strengthen youth leadership, cross-sector understanding, and long-term ecosystem engagement.

Section 2. Project Overview

The NexGen Graduate Fellowship Programme, under the Nagorikata: Civic Engagement Fund (CEF) initiative, responds to the need for adaptive, ethical, inclusive, and system-aware leadership among young graduates in Bangladesh. Nagorikata-CEF is a civic engagement initiative that promotes inclusive citizen participation, strengthens dialogue between civil society and government actors, and supports youth-led contributions to responsive and accountable governance.

The fellowship combines personal growth, professional development, cross-sector exposure, mentorship, experiential learning, and practicum placements through a Quad-Helix framework spanning government, civil society, academia, and the private sector.

The fellowship journey includes a merit-focused and equity-aware selection process, a modular learning phase, two intensive residential bootcamps, specialised thematic sessions, reflective learning processes, AI-enabled matching with host institutions where applicable, and structured mentorship support throughout the fellowship cycle. The programme aims to prepare fellows to apply learning in real-world institutional settings with professionalism, accountability, ethical judgment, and collaborative problem-solving ability.

Section 3. Objective of the Engagement

3.1 Overall Objective

The objective is to engage a qualified and diverse pool of professionals who can support the full fellowship journey by contributing to fair candidate selection, high-quality learning delivery, residential leadership development, practicum readiness, and structured mentorship for fellows. The Trainers, Resource Persons, Mentors, and Evaluators/Assessors will be engaged throughout the entire project period on a need-based basis, aligned with their respective areas of expertise and availability, to ensure continuous and effective support across all phases of the fellowship.

3.2 Specific Objectives

- Support a fair, merit-focused, inclusive, and evidence-based selection process for shortlisted fellowship candidates.

- Design, adapt, and deliver engaging, learner-centred, and contextually relevant learning sessions aligned with the fellowship curriculum.
- Facilitate experiential and immersive learning through simulations, group tasks, case work, reflection, dialogue, and challenge-based activities.
- Strengthen fellows' leadership, communication, teamwork, ethical judgment, inclusion mindset, systems thinking, innovation, employability, and problem-solving skills.
- Support fellows' transition from learning spaces to practicum placements and professional institutional environments.
- Provide personalised mentorship, reflective support, sectoral exposure, and accountability throughout the fellowship period.
- Contribute practical sectoral insights and feedback to strengthen programme quality, relevance, and continuous adaptation.
- Promote dignity, safeguarding, PSEA compliance, gender sensitivity, confidentiality, and respectful engagement in all programme interactions.

Section 4. Scope of Work and Task Requirements

The objective is to engage a qualified, diverse, and experienced pool of professionals to support the fellowship journey across key stages, including candidate selection, learning delivery, residential leadership development, practicum preparation, and structured mentorship. Trainers, Resource Persons, Mentors, and Evaluators/Assessors will be engaged on a need-based basis throughout the project period, in line with their expertise and availability, to ensure quality, continuity, and effective support across all phases of the fellowship

A. Selection Sprint and Candidate Assessment Tasks

- Participate in pre-event briefing, judging orientation, and scoring calibration organised by the Fellowship Management Team.
- Review event briefs, role instructions, score sheets, activity rubrics, candidate assessment dimensions, and code of conduct before the event.
- Assess shortlisted candidates during assigned selection components, including structured interviews, group tasks, problem-solving simulations, presentations, and other moderated assessment activities.
- Use approved rubrics and scoring criteria consistently, independently, and objectively while recording concise evidence-based comments.
- Observe candidate performance against agreed dimensions such as leadership potential, communication, teamwork, analytical thinking, inclusion mindset, ethical judgment, adaptability, and commitment.
- Contribute to moderation discussions and final panel deliberations in a constructive, fair, bias-aware, and professional manner.
- Maintain strict confidentiality regarding candidate information, scoring sheets, panel discussions, and selection outcomes.
- Disclose any conflict of interest immediately and recuse from assessment of affected candidates where required.
- Provide brief post-event feedback on process quality, candidate trends, and recommendations for future improvement.

B. Session Design, Content Development, and Learning Preparation Tasks

- Participate in inception, planning, briefing, and curriculum alignment meetings with the Fellowship Management Team.
- Design, adapt, or refine session plans in line with approved learning outcomes, cohort needs, curriculum sequencing, and fellowship objectives.
- Prepare and submit PPTs, facilitator notes, handouts, worksheets, reflection tools, group task briefs, simulation instructions, assessment tools, and other learning aids as required.
- Ensure that content is practical, context-responsive, inclusive, and appropriate for young graduates from diverse socio-economic, linguistic, geographic, and educational backgrounds.
- Incorporate Bangladesh-relevant examples, sectoral realities, and Quad-Helix perspectives from government, civil society, academia, and private sector.
- Align session content with the mentorship model, practicum readiness requirements, and overall leadership development journey.
- Ensure that all learning materials are finalised and shared with the programme team before delivery within the agreed timeline.

C. Training, Workshop, and Experiential Learning Delivery Tasks

- Deliver assigned sessions in physical, residential, hybrid, virtual, workshop, expedition, or camp-based formats as determined by the fellowship calendar.
- Facilitate specialised thematic inputs on leadership, communication, innovation, systems thinking, problem-solving, ethics, employability, professional conduct, workplace communication, institutional navigation, or other approved themes.
- Use participatory and experiential methods including simulations, role play, scenario-based exercises, group work, case work, reflective dialogue, peer learning, expeditions, dialogue circles, and challenge-based learning.
- Create a safe, respectful, inclusive, gender-sensitive, and energising learning environment that encourages meaningful participation.
- Use reflection prompts, learning checks, quick assessments, structured debriefs, and feedback mechanisms to strengthen learning transfer.
- Provide constructive verbal or written feedback to fellows where relevant and agreed with the programme team.
- Adapt facilitation approaches according to group energy, learning pace, cohort diversity, participation patterns, and emerging learning needs.

D. Residential Leadership Bootcamp Tasks

- Support preparation and delivery of two intensive 4-day residential bootcamps per cohort, as required by the programme design.
- Co-facilitate assigned bootcamp sessions with project officials, other trainers, coaches, and designated facilitators.
- Deliver highly activity-based sessions that include practice, feedback, debrief, reflection, teamwork, ethical decision-making, collaborative problem-solving, and cross-sector learning.
- Strengthen fellows' leadership, self-awareness, emotional intelligence, communication, accountability, teamwork, sectoral understanding, and readiness for practicum placements.
- Observe fellow participation, group dynamics, learning needs, and support requirements during residential activities.

- Participate in daily trainer debriefs and end-of-bootcamp reflection processes.
- Submit brief post-bootcamp notes capturing observations on cohort progress, learning gaps, participant needs, and recommended follow-up areas.

E. Practicum Readiness and Applied Learning Support Tasks

- Support fellows to connect concepts from the learning phase with workplace realities, practicum expectations, and institutional contexts.
- Facilitate or contribute to sessions on professional conduct, organisational culture, workplace communication, institutional navigation, applied problem-solving, and reflective practice.
- Help fellows prepare to enter host institutions with confidence, clarity, ethical awareness, and realistic expectations.
- Share practical sectoral insights and real-life examples that help fellows understand leadership, influence, and systems within different institutional settings.
- Provide observations to the Fellowship Management Team on learning gaps, engagement trends, common challenges, and emerging practicum-readiness needs.

F. Mentorship and Fellow Development Tasks

- Attend mentor orientation and review the Mentorship Playbook before formal engagement begins.
- Complete mentor profile forms, intake information, or matching-related documentation required by the programme.
- Provide one-to-one mentorship support to assigned fellow(s) throughout the fellowship cycle.
- Support fellows in identifying learning goals, leadership priorities, strengths, growth areas, dilemmas, aspirations, and practical development needs.
- Help fellows set realistic and measurable development goals and review progress regularly against agreed milestones.
- Guide fellows to translate reflection into action, practical next steps, and accountable professional behaviour.
- Share sector-specific insights, lived experience, and practical advice relevant to the fellow's development journey.
- Where feasible and appropriate, connect fellows to relevant professionals, resources, or exposure opportunities aligned with programme policies and agreed boundaries.
- Maintain professional boundaries, confidentiality, and respectful communication in all mentor-mentee interactions.
- Submit mentorship logs, session records, progress updates, and end-of-cycle reflections using formats provided by the programme.

G. Coordination, Documentation, Reporting, and Learning Review Tasks

- Coordinate with the Fellowship Management Team on scheduling, participant needs, logistics, event flow, session objectives, materials, and readiness requirements.
- Submit finalised materials, scoring sheets, rubrics, attendance inputs, feedback notes, mentorship logs, session reports, or bootcamp reflections as applicable to the assignment.
- Participate in review meetings, reflection sessions, moderation panels, learning reviews, or feedback loops when requested by the programme team.
- Provide concise recommendations for improving learning design, assessment quality, mentorship processes, practicum alignment, and programme implementation.

- Maintain accurate, timely, and professional documentation in the format agreed with JAAGO Foundation Trust.

H. Ethical Conduct, Safeguarding, PSEA, and Inclusion Tasks

- Adhere to JAAGO Foundation Trust policies and standards relating to safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), confidentiality, data protection, anti-harassment, non-discrimination, and professional conduct.
- Ensure that all interactions with fellows, candidates, participants, staff, and stakeholders uphold dignity, inclusion, gender sensitivity, cultural respect, and non-discrimination.
- Avoid humiliating, coercive, unsafe, discriminatory, or exclusionary practices in assessment, training, mentoring, or facilitation.
- Promptly report any safeguarding, ethical, well-being, misconduct, or conflict-of-interest concern through the designated programme mechanism.
- Do not publicly share internal programme materials, candidate/fellow information, identifiable case examples, scores, panel discussions, mentoring records, or participant data without prior written authorisation.

Section 5. Engagement Modality and Expected Time Commitment

- **Selection Sprint / Evaluator/Assessor:** Short-term event-based engagement covering pre-event orientation, event days, scoring, moderation, and immediate post-event feedback.
- **Resource Person / Trainer:** Session-based or module-based engagement within the fellowship cycle, including preparation, delivery, assessment/reflection activities, and reporting.
- **Bootcamp Trainer:** Preparation period plus facilitation of two 4-day residential bootcamps per cohort and agreed post-bootcamp debriefing/reporting.
- **Cross-Sector Mentor:** Cohort-based engagement, normally for 6 months, with a minimum of 4 hours per month and at least two mentorship interactions per month with assigned fellow(s).
- **General Requirement:** All engaged professionals must remain responsive to agreed coordination arrangements and available for required planning, briefing, review, or feedback processes related to their assignment.

Section 6. Expected Deliverables and Measurable Indicators

Sl. No.	Deliverable	Description / Measurable Indicator
1	Participation in planning, briefing, orientation, or calibration	Attendance in required inception, planning, mentor orientation, judging orientation, scoring calibration, or coordination meetings.
2	Session plans, learning materials, or assessment tools	Assigned materials, slides, facilitation notes, tools, handouts, rubrics, score sheets, or mentor documentation prepared/reviewed before delivery.

3	Delivery of assigned learning sessions	Training, workshop, hybrid, virtual, expedition, practicum-readiness, or thematic sessions delivered according to the agreed calendar.
4	Residential bootcamp facilitation	Assigned responsibilities delivered during Bootcamp 1 and Bootcamp 2, each lasting up to 4 consecutive days, where applicable.
5	Selection assessment and scoring	Assigned candidate assessments completed; score sheets, rubrics, and panel notes submitted in full, where applicable.
6	Mentorship sessions and fellow support	Minimum two mentorship interactions per month and at least 4 hours of monthly engagement with assigned fellow(s), where applicable.
7	Reflection, learning checks, and feedback	Relevant pre/post checks, reflection exercises, structured debriefs, verbal/written feedback, or learning capture methods used as agreed.
8	Documentation and reporting	Post-session reports, post-bootcamp notes, mentorship logs, judging feedback, progress updates, or end-of-cycle reflections submitted in agreed format.
9	Programme feedback and recommendations	Concise observations and recommendations provided to inform curriculum adaptation, selection improvement, mentorship quality, practicum readiness, and overall programme learning.

Section 7. Qualifications and Experience

7.1 Minimum Qualifications

- Bachelor's degree in a relevant field such as Development Studies, Social Sciences, Education, Public Policy, Business, Communication, Psychology, Governance, Human Resources, Law, Economics, Environmental Studies, or related discipline.
- Minimum 5 years of relevant professional experience in one or more areas such as training, facilitation, coaching, mentoring, youth development, leadership development, talent assessment, recruitment, education, social impact programming, public service, academia, private sector engagement, or institutional leadership.
- Demonstrated ability to work with youth, students, young graduates, early-career professionals, fellowship participants, or leadership development cohorts.
- Strong understanding of ethical, inclusive, merit-based, and participant-centred engagement principles.

7.2 Preferred Qualifications and Experience

- Master's degree in a relevant field.
- Relevant experience and qualification from one or more Quad-Helix sectors: government, academia, private sector, and/or civil society. Applicants/experts should clearly indicate the sector(s) they represent or have substantial experience in.

- Experience in fellowship programmes, leadership training, employability programming, experiential education, residential learning, or practicum-based learning models.
- Experience in interviews, panel assessment, judging, facilitation, candidate evaluation, or structured selection processes.
- Experience in mentoring, supervision, coaching, talent development, youth engagement, or leadership development.
- Familiarity with cross-sector collaboration, systems thinking, innovation, policy engagement, governance, social impact, and Quad-Helix approaches.
- Experience engaging with government, civil society, private sector, academic stakeholders, or multi-stakeholder initiatives.
- Comfort with virtual mentoring, hybrid delivery, digital learning platforms, and blended facilitation approaches.

7.3 Role-Specific Experience Requirements

Role Category	Specific Requirement
Resource Person / Trainer/ Facilitator	Proven ability to design and deliver participatory, learner-centred, context-responsive learning sessions and practical exercises for youth or adult learners.
Bootcamp Trainer	Demonstrated experience in experiential, immersive, residential, or activity-based leadership learning with strong ability to manage group dynamics and reflective debriefing.
Cross-Sector Mentor	Demonstrated mentoring, coaching, supervisory, talent development, or youth guidance experience, with strong confidentiality, boundary-setting, and active listening skills. The applicant/expert should also clearly indicate the Quad-Helix sector(s) they qualify from or have relevant experience in, which may include government, academia, private sector, and civil society.
Evaluator/Assessor / Selection Consultant	Experience in structured interviews, candidate assessment, judging, scoring rubrics, panel deliberation, note-taking, and unbiased professional judgment.

Section 8. Core Competencies

- Excellent facilitation, communication, listening, and interpersonal skills.
- Integrity, impartiality, confidentiality, professional neutrality, and sound judgment.
- Strong grounding in participatory, experiential, reflective, and applied learning methodologies.
- Ability to engage diverse young-adult learners with empathy, discipline, adaptability, and respect.
- High emotional intelligence and ability to guide without dominating.
- Ability to manage group dynamics, support safe participation, and respond constructively to learning needs.
- Attention to evidence, scoring discipline, and structured note-taking for selection-related assignments.
- Professional reliability, punctuality, preparation, responsiveness, and time management.
- Ability to translate complex concepts into practical, Bangladesh-relevant learning experiences.

- Commitment to inclusion, gender equity, ethical leadership, respectful dialogue, and youth development.

Section 9. Diversity, Equity, and Inclusion Requirement

JAAGO Foundation Trust will seek diversity across gender, geography, sector, professional background, thematic expertise, lived experience, and institutional affiliation. Engagement of mentors, trainers, resource persons, and judges will prioritise inclusive mindset, youth development commitment, sectoral relevance, availability, professional credibility, and ability to work respectfully with participants from diverse backgrounds.

Section 10. Selection and Engagement Modality

Professionals may be engaged through open calls for expressions of interest, targeted outreach, nomination by partner organisations, institutional collaboration, direct invitation based on thematic expertise, or roster-based selection. Final engagement will be subject to programme needs, budget availability, eligibility, conflict-of-interest review where relevant, and approval by JAAGO Foundation Trust.

Section 11. Reporting and Coordination

All engaged professionals will report to and coordinate with the Fellowship Management Team of the NexGen Graduate Fellowship Programme, including the Fellowship Coordinator and designated focal persons. JAAGO Foundation Trust will provide relevant session objectives, event briefs, participant or candidate information, reporting templates, mentor tools, score sheets, logistics guidance, and coordination instructions as required. Professionals are expected to coordinate closely with project officials, other facilitators, mentors, trainers, coaches, selection leads, or programme partners where assignments are co-delivered or sequenced within a wider programme process.

Section 12. Ethical Considerations, Safeguarding, and PSEA

All engaged professionals must adhere to JAAGO Foundation Trust policies and standards relating to safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), confidentiality, data protection, anti-harassment, non-discrimination, conflict of interest, professional conduct, ethical storytelling, and informed consent where relevant. Candidate information, fellow information, mentoring records, scores, panel discussions, internal programme materials, and identifiable case examples must be treated as confidential and may not be shared externally without prior written authorisation.

All learning, mentoring, assessment, and facilitation spaces must be safe, respectful, gender-sensitive, culturally appropriate, accessible, and inclusive. Any safeguarding, ethical, wellbeing, misconduct, or conflict-of-interest concern must be reported promptly through the designated programme mechanism.

Section 13. Ownership and Use of Materials

All session materials, tools, rubrics, reports, templates, mentoring logs, assessment records, learning aids, and programme-related outputs developed, adapted, completed, or submitted under this engagement shall remain the property of JAAGO Foundation Trust / the NexGen Graduate Fellowship Programme, unless otherwise agreed in writing. Professionals may not publicly share internal training content, participant data, candidate information, fellow information, identifiable case material, score sheets, or programme documents without prior written authorisation.

Section 14. Payment / Honorarium

Engagement may be consultancy-based, honorarium-based, voluntary but formally recognised, institutionally supported through partnership arrangements, or otherwise structured according to the approved programme budget and engagement modality. Specific payment terms, deliverable-linked milestones, day rates, session rates, lump-sum arrangements, reimbursement provisions, and disbursement schedules will be outlined in the formal work order, engagement letter, consultancy agreement, or institutional arrangement.

Section 15. Application / Nomination Submission Requirements

Interested professionals or nominated candidates may be requested to submit the following, depending on the engagement category:

- Updated CV / professional profile.
- Brief cover letter, expression of interest, or nomination note.
- Summary of relevant facilitation, training, mentoring, judging, interviewing, youth engagement, leadership, sectoral, or assessment experience.
- Statement of thematic expertise, sector expertise, and areas of interest.
- Brief note on facilitation / training / mentoring methodology, where relevant.
- Sample training agenda, module, slides, session design, facilitation material, or comparable work, where requested.
- Relevant academic and professional certificates, where requested.
- Availability confirmation for the relevant session, event, bootcamp, or fellowship cycle.
- Conflict of interest declaration, where requested.
- Daily rate, session rate, lump-sum financial proposal, or honorarium expectation, where requested.
- Contact details of at least two professional references.

Section 16. Special Provision on Alumni Peer Mentors

From the second cohort onward, the programme may invite high-performing graduating fellows to serve as peer mentors for incoming fellows. Alumni peer mentors may be engaged under a simplified or adapted version of this ToR, with role expectations, time commitment, supervision, and documentation requirements proportional to their experience and the nature of peer support required.

Section 17. Submission

Proposal can be submitted by email in PDF format:

Email: procurement.jft@jaago.com.bd

For any inquiry or information Contact:

Hassan Shariar Tarek

hassan.tarek@jaago.com.bd

+8801325054215