

Terms of Reference (ToR)

Establishment of Trainer Pool

JAAGO Foundation Trust

Document Title: Establishment of Trainer Pool **Organization:** JAAGO Foundation Trust
Document Type: Institutional Terms of Reference (ToR) **Purpose:** Enlistment of Trainers
Proposal Submission Deadline: 29 April 2026

Application Submission Details

Submission Deadline: 29 April 2026

Submission Method:

Applications may be submitted either in hard copy or electronically.

Hard Copy:

Submit a signed and stamped application in a sealed envelope addressed to:

Assistant Manager – Procurement

JAAGO Foundation Trust HQ

House 57, Road 7 or 7B, Block H, Banani

Dhaka 1213, Bangladesh

Electronic Submission:

Send a signed and scanned PDF copy to:

procurement.jft@jaago.com.bd



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1. Organizational Background

JAAGO Foundation Trust is a national non-profit organization in Bangladesh committed to improving the lives of disadvantaged communities through education, youth empowerment, skills development, and social inclusion initiatives.

The organization works with development partners, government institutions, private sector stakeholders, and local communities to implement programs focusing on education, youth leadership, skills development, climate resilience, gender equality, and community empowerment.

As the organization's program portfolio expands across different thematic sectors and geographical regions, there is a growing need for high-quality and standardized capacity-building initiatives for staff members, partners, youth groups, and community stakeholders.

To address this need, JAAGO Foundation Trust intends to establish a **Trainer Pool**, consisting of qualified trainers and consultancy firms who can support training, facilitation, mentoring, and technical capacity development across its projects.

The Trainer Pool will function as a roster of pre-qualified trainers who can be mobilized on a need basis to support various programmatic and institutional capacity-building activities.

2. Project Overview

JAAGO Foundation Trust delivers a wide range of initiatives across Bangladesh, focusing on education, youth empowerment, skills development, gender equality, civic engagement, and community resilience. Its portfolio includes projects such as Somotay Tarunno, EMDC, Digital Gender Norms, SHIELD, EPD-AHEAD, Nobodoy, Nagorikota, She Speaks (NED), LEAD, DASRA, JWS-UGo, Shopner Sharothi, the BATB After School Program, and My Voice My Choice.

Among these, the Shopner Sharothi Project concentrates on supporting vulnerable children and adolescents through education, life skills, and protection services, while also engaging communities and strengthening local capacities to create safer and more enabling environments.

Together, these efforts aim to expand access to education, improve employability and entrepreneurship prospects, promote gender equality and inclusion, encourage youth leadership and civic participation, and respond to key protection and development needs in marginalized communities. The Trainer Pool formed under these Terms of Reference (ToR) will play a key role in supporting these initiatives by ensuring consistent, high-quality, and context-appropriate training delivery across projects.

3. Purpose of the Trainer Pool

The Trainer Pool is established to achieve the following objectives::



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- Establish and maintain a pool of qualified trainers to deliver training services in accordance with the specific needs of different projects, taking into account the nature of the assignments and the expertise and capacity of the respective trainers.
- Ensure high-quality, effective and standardized delivery of training across all projects and programs of JAAGO Foundation Trust
- Enable rapid mobilization of trainers when training needs arise
- Maintain a roster of vetted trainers and consultancy firms
- Strengthen capacity development for staff, partners, and beneficiaries
- Promote consistent training methodologies across programs
- Enhance organizational learning, knowledge sharing, and institutional capacity through structured training support.

4. Scope of Work

Trainers enlisted in the Trainer Pool may be engaged to provide training and facilitation support under one or more of the following thematic clusters (but not limited to).

Cluster Thematic Area Key Training Topics Applicable Projects Level Modality Duration						
	Key area	Training Topics	Applicable projects	Level of the training	Training modality	Duration
A	Safeguarding, Gender & Inclusion	Gender Equality, PSEA, Child Protection, HRBA, Disability Inclusion	All Projects	Intermediate–Advanced	Training / Facilitation	1–2 days
B	Youth Development & Employability	Life Skills, Leadership, Career Development, Communication, Digital Literacy	Youth Programs	Intermediate	Training	1–3 days
C	Education & Foundational Learning	Literacy, Numeracy, Remedial Education, Teaching Methodologies	Education Programs	Intermediate	Demonstration	1–3 days



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D	Sports for Development	Coaching Techniques, Sports Safety, Psychosocial Support through Sports	Youth Programs	Advanced	Practical Training	1–4 days
E	Technical & Vocational Skills	Trade Skills, Entrepreneurship, OHS, Market Linkages	Skills Programs	Intermediate–Advanced	Technical Training	2–5 days
F	Climate, DRR & Sustainability	Climate Adaptation, DRR, Environmental Standards	Climate Programs	Intermediate	Workshop	1–2 days
G	Monitoring, Evaluation, Accountability & Learning	Data Collection, Results Monitoring, Learning Systems	All Projects	Intermediate–Advanced	Hands-on Training	1–2 days
H	Advocacy & Community Engagement	Advocacy Strategies, Community Mobilization, Stakeholder Coordination	Social Programs	Intermediate	Facilitation	1–2 days
I	Specialized Resource Person Support	Mentoring, Module Development, Advanced Technical Sessions	All Projects	Expert	Technical Support	As required

Trainers will be responsible for **developing or adapting session modules, training materials, and facilitation approaches** aligned with project objectives.

5. Trainer Categories

To ensure quality and appropriate assignment allocation, trainers may be categorized into the following tiers:



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Junior Trainer

- 3–5 years of training experience
- Demonstrated expertise in a specific thematic area
- May support sessions under supervision of senior trainers

Senior Trainer

- 5–10 years of experience
- Proven track record of conducting national-level trainings
- Ability to design training modules and facilitate complex sessions

Master Trainer / Resource Person

- More than 10 years of experience
- Recognized expert in a specialized thematic area
- Capable of leading Training of Trainers (ToT) and designing advanced learning frameworks

6. Key Responsibilities

Trainers will be expected to:

- Design or adapt training modules and session plans
- Deliver participatory and learner-centered training sessions
- Develop training materials/session plan/PPT to deliver the training
- Use appropriate adult learning methodologies
- Prepare training materials and presentations
- Develop Pre and Post assessment questionnaire and conduct pre- and post-training assessments when required
- Submit training reports and documentation
- Ensure gender sensitivity and safeguarding compliance

7. Safeguarding, Ethics and Compliance

All trainers engaged through the Trainer Pool must adhere to the policies of JAAGO Foundation Trust, including:

- Safeguarding and **Child Protection Policy**
- **Prevention of Sexual Exploitation and Abuse (PSEA) Policy**
- Anti-harassment and ethical conduct guidelines
- Non-discrimination and inclusion principles

Trainers must ensure that all training activities are conducted in a **safe, respectful, and inclusive environment**.

Any violation of safeguarding policies may result in **immediate removal from the Trainer Pool**.



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8. Conflict of Interest

Trainers must disclose any **potential or actual conflict of interest** that may arise during their engagement.

Failure to disclose such conflicts may result in **termination of assignment and removal from the Trainer Pool**.

9. Expected Outputs

1. Delivery of **high-quality training sessions**
2. Development of **training materials and modules**
3. Submission of **training reports and evaluation summaries**
4. Enhanced knowledge and capacity of participants

10. Trainer Performance Evaluation

Trainer performance will be assessed based on:

- Participant feedback
- Quality of facilitation
- Timely submission of deliverables
- Professional conduct
- Compliance with safeguarding policies

High-performing trainers may receive priority engagement in future assignments.

11. Engagement Modality

Trainers will be engaged on short-term consultancy assignments. Inclusion in the Trainer Pool does not guarantee assignments.

Each engagement will be governed by a separate work order or consultancy agreement.

12. Application and Selection Process

Interested consultants/firms are requested to submit:

- Updated **Curriculum Vitae (CV)**
- **Cover Letter** indicating thematic area(s) of expertise explaining how the consultant will add value differently as per the requirement.
- Brief methodology/strategy of the training delivery
- Copies of **academic and professional certificates**



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- Sample **training modules or references** (if available)

Shortlisted candidates may be invited for:

- Interview
- Demonstration session or mock training

Selected candidates will be **enlisted in the JAAGO Foundation Trust Trainer Pool database**.

13. Eligibility of Applicants

Applications to the Trainer Pool are open to qualified trainers with demonstrated expertise in relevant thematic areas. Applicants may apply individually or be affiliated with an organization; however, evaluation will be conducted based on the individual trainer's competencies and experience.

Applicants must meet the following minimum criteria:

- Minimum Bachelor's degree in a relevant discipline such as Social Sciences, Development Studies, Education, Business Administration, Environmental Studies, Finance, or other related fields (Master's degree preferred for advanced or technical training areas).
- At least 3–5 years of proven experience in training facilitation, capacity development, or technical instruction.
- Demonstrated expertise in one or more thematic areas relevant to JAAGO Foundation Trust projects (e.g., technical skills training, entrepreneurship, youth development, gender, safeguarding, sports for development, digital literacy, etc.).
- Proven experience working with NGOs, development organizations, donor-funded projects, or community-based programs.
- Strong facilitation, communication, and presentation skills.
- Ability to design training curricula, session plans, and learning materials.
- Experience applying participatory, learner-centered, and inclusive training methodologies.
- Understanding of safeguarding, gender equality, PSEA, and ethical standards in training environments.
- Willingness and availability to travel to project locations, including remote and hard-to-reach areas such as Cox's Bazar and Bandarban.

Additional competencies (preferred):

- Experience conducting Training of Trainers (ToT).
- Familiarity with digital learning tools, blended learning approaches, and online facilitation.
- Experience in market-oriented skills training and entrepreneurship development.
- Prior engagement with large-scale or multi-location training programs.

14. Selection Criteria

Applications will be reviewed by a selection committee formed by JAAGO Foundation Trust using a structured scoring system as outlined below:



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Criteria	Description	Weight
Training & Facilitation Experience	Number of years and depth of practical training experience	30%
Thematic Expertise	Relevance and depth of expertise in required subject areas	25%
Development Sector Experience	Experience working with NGOs, donor-funded or community programs	15%
Training Methodology	Quality, inclusiveness, and participatory approach of facilitation	10%
Training Design Capacity	Ability to develop modules, session plans, and materials	10%
Past Performance & References	Feedback, references, and demonstrated impact	10%

Total: 100%

Shortlisted applicants may be invited to participate in one or more of the following assessment stages:

- Competency-based interview
- Mock training session or facilitation demonstration
- Presentation of proposed training methodology or approach

15. Application Requirements

Interested applicants must submit the following documents:

- Updated Curriculum Vitae (CV)
- Cover Letter specifying thematic area(s) of expertise
- Copies of academic and relevant professional certificates
- Sample training module, session plan, or training agenda (if available)
- At least two professional references

Applicants affiliated with organizations or consultancy firms must clearly indicate their role and submit their individual credentials. JAAGO Foundation Trust reserves the right to assess and enlist trainers based on individual merit regardless of organizational affiliation.

16. Trainer Rate Card Framework (Indicative)

Trainer fees may vary based on experience level and complexity of training assignments.



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Trainer Category Indicative Daily Fee Range (BDT)

Junior Trainer	BDT 7500-10,000
Senior Trainer	BDT 10,000-15000
Master Trainer / Expert	BDT 15000-20,000

The above rates are indicative inclusive VAT and taxes. In case of a highly potential candidate/consultant/firm the rate may be negotiated or the consultant may propose the rates which will be finally negotiated during the interview.

Actual/final fees will be determined based on:

- Budget availability under specific projects
- Nature and duration of training
- Level of expertise required

18. Annexes

Annex 1 – Trainer Application Form

Annex 2 – Trainer Evaluation Form

Annex 3 – Training Report Template

Annex 4 – Safeguarding & Conflict of Interest Declaration Form



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Annex 1 – Trainer Application Form

A. Personal Information

- Full Name:
- Gender:
- Date of Birth:
- Nationality:
- NID/Passport No.:
- Contact Number:
- Email Address:
- Current Address:
- Permanent Address:

B. Professional Summary

- Brief profile (150–200 words):

C. Thematic Areas of Expertise (tick all that apply)

- Organizational Systems & Compliance
- Safeguarding, Gender & Inclusion
- Youth Development & Employability
- Education & Foundational Learning
- Sports for Development
- Technical & Vocational Skills
- Climate, DRR & Sustainability
- MEAL
- Advocacy & Community Engagement
- Other (specify):

D. Academic Qualifications

Degree	Subject	Institution	Year	Result

E. Training & Facilitation Experience

- Total years of experience:
- Number of trainings conducted (last 3 years):

Title of Training	Organization/Client	Location	Duration	Year



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F. Training Design Experience

- Have you developed training modules? Yes No
- If yes, briefly describe (attach sample if available):

G. Methodology & Tools

- Describe your facilitation approach (e.g., participatory, experiential, digital tools used):

H. Work Experience (Relevant)

Organization	Position	Duration	Key Responsibilities

I. References

1. Name | Organization | Designation | Contact:
2. Name | Organization | Designation | Contact:

J. Declarations

- I confirm that the information provided is true and complete.
- I agree to adhere to safeguarding, PSEA, and ethical standards of JAAGO Foundation Trust.

Signature: _____ Date: _____



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Annex 2 – Trainer Evaluation Form

Training Information

- Training Title:
- Project/Component:
- Location:
- Dates:
- Trainer Name:
- Number of Participants:

Section A: Participant Feedback (Score: 1–5) (1 = Poor, 5 = Excellent)

Criteria	Score (1–5)
Clarity of presentation	
Knowledge of subject	
Communication skills	
Participant engagement	
Use of participatory methods	
Relevance of content	
Time management	
Use of materials/tools	
Responsiveness to questions	
Overall satisfaction	

Section B: Qualitative Feedback (Participants)

- What did you like most about the training?
- What can be improved?

Section C: Supervisor/Observer Assessment

Criteria	Score (1–5)
Preparation & planning	
Training delivery quality	



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Facilitation techniques	
Adaptability	
Professional conduct	
Safeguarding compliance	

Section D: Key Observations

- Strengths:
- Areas for improvement:

Section E: Overall Rating

- Excellent
- Good
- Satisfactory
- Needs Improvement

Section F: Recommendation

- Highly recommended for future assignments
- Recommended
- Conditional (with improvement)
- Not recommended

Evaluator Name: _____ Designation: _____

Signature: _____ Date: _____



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Annex 3 – Training Report Template

A. Basic Information

- Training Title:
- Project/Component:
- Location (Venue/Upazila/District):
- Dates (From–To):
- Total Duration (Days/Hours):
- Trainer(s) Name:
- Organizing Unit (JAAGO Team/Partner):

B. Objectives of the Training

- Objective 1:
- Objective 2:
- Objective 3:

C. Target Participants

- Participant Type (e.g., staff, youth, CBO members):
- Selection Criteria (if any):
- Planned vs. Actual Participants:
 - Planned: ___ | Actual: ___
- Gender Breakdown: Male ___ / Female ___ / Others ___

D. Training Design & Methodology

- Training approach (e.g., participatory, experiential, blended):
- Key methods used (tick/apply):
 - Presentation/Lecture
 - Group Work
 - Role Play/Simulation
 - Case Study
 - Demonstration/Practical
 - Audio-Visual/Digital Tools
 - Field Exercise (if any)
- Materials used (modules, handouts, slides, toolkits):



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E. Session Plan & Coverage

Day/Date	Session Title	Key Topics Covered	Duration	Facilitator

F. Pre/Post Assessment (if conducted)

- Assessment Method:
- Summary of Results:
 - Pre-test average score: ____
 - Post-test average score: ____
 - Key learning gains/observations:

G. Key Outputs & Achievements

- Output 1:
- Output 2:
- Output 3:

H. Participant Feedback Summary

- Overall satisfaction level (average score if available):
- What participants liked most:
- Key suggestions for improvement:

I. Challenges and Mitigation Measures

Challenge	Impact	Mitigation/Action Taken

J. Safeguarding & Inclusion Compliance

- Any safeguarding concerns observed/reported: Yes No
- If yes, actions taken:
- Measures taken to ensure inclusion (gender, disability, etc.):

K. Lessons Learned



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- Lesson 1:
- Lesson 2:
- Lesson 3:

L. Recommendations

- For future trainings:
- For program improvement:

M. Annexes/Attachments

- Training Agenda
- Participant List (with signatures)
- Pre/Post Test Tools & Results
- Training Materials (slides/handouts)
- Photos (with captions)
- Any other relevant documents

Prepared by (Trainer): _____

Signature: _____

Date: _____

Reviewed by (Project/MEAL): _____

Designation: _____

Signature: _____

Date: _____



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Annex 4 – Code of Conduct

JAAGO Foundation Trust is committed to the highest ethical standards. As our Partner/Vendor/Supplier/Visitors your organization and all personnel are expected to uphold these key principles when working with or on behalf of JAAGO.

I. Professional and Ethical Conduct

By accepting an engagement with the JAAGO Foundation Trust, your personnel agree to work in a **responsible, disciplined, harmonious, and productive manner**, be **loyal** to the Organization, and act in a manner conducive to accomplishing organizational objectives.

- **Honesty and Diligence:** Work honestly and diligently on any assigned task with established standards.
- **Respectful Interaction:** Treat all partners, visitors, and co-workers courteously.
- **Organizational Compliance:** Abide by the organizational Code of Conduct and all other provisions and conditions of this rule.

II. Safeguarding and Child Protection

As an organization focused on education and youth development, JAAGO requires all partners/vendors/suppliers/visitors to strictly adhere to policies ensuring the safety and protection of all individuals, especially children.

- **Prohibited Behavior:** Refrain from using vulgar language, shouting, and physical contact with another person in any angry or threatening way.
- **Zero-Tolerance for Abuse:** Do not engage in activities of child abuse.
- **No Harassment or Discrimination:** Do not engage in activities of gender discrimination or sexual harassment.
- **Safety and Respect:** Do not threaten, abuse, or assault any colleagues.

III. Anti-Bribery and Anti-Corruption: Zero-Tolerance Policy

JAAGO has a **zero-tolerance policy** towards bribery and corruption and is committed to upholding fair business practices.

- **Prohibited Actions:** You must not promise, offer, give, or authorize, directly or indirectly, a bribe or anything of value to anyone—including any governmental or



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private official/employee—to improperly influence a decision or secure an improper advantage for JAAGO or your company. Taking or giving bribes or any illegal gratification is treated as misconduct.

- **Forms of Bribes:** Bribes can take many forms, including money, unreasonable gifts, entertainment, or hospitality, kickbacks, facilitation payments, political/charitable contributions, uncompensated use of organization services or facilities, or anything else of value.
- **Facilitation Payments & Kickbacks:** JAAGO does not accept or make any form of facilitation payments. Kickbacks are also not allowed to be made or accepted.
 - *Reporting Requirement:* If an adverse situation (like an unavoidable facilitation payment) arises, you must ask for a receipt, create a record, and **report this incident to the line manager.**
- **Political/Charitable Contributions:** Do not use charitable donations to facilitate or conceal acts of bribery.

IV. Transparency and Accountability

- **Financial Integrity:** Do not misappropriate funds, commodities, securities, project materials, and equipment. Theft, fraud, or dishonesty in connection with JAAGO's property is treated as misconduct. Willful damage to or loss of employer's goods or property is also misconduct.
- **Accurate Records:** Do not falsify, tamper with, damaging, or cause loss of employee's official records.
- **Truthfulness:** Do not give false information regarding one's name, age, qualification, previous service, etc., in the letter of application.
- **Loss Responsibility:** Recovery from pay of the whole or part of any financial loss caused to the Organization by willful negligence or breach of orders is a potential punishment.

V. Disciplinary Action

- **Misconduct Defined:** The acts and omissions listed in this Code shall be treated as misconduct.
- **Consequences:** Any act of misconduct or violation of the organizational Code of Conduct shall be dealt with by the disciplinary guidelines, which may include termination of engagement.



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Acknowledgment

I, the undersigned vendor/authorized representative, acknowledge that I have read, understood, and agree to abide by the JAAGO Foundation Trust Vendor Code of Conduct. I commit to ensuring that all personnel from my organization comply with this Code.

Name of Visitor/Vendor/Organization: _____

Authorized Signature: _____

Date: _____



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