



Community Partnerships to Strengthen Sustainable Development Program (Compass)

Statement of Work (SoW)

Component Name:	:	Component I: Establish a Youth Conservation Corps in Bangladesh						
Period begins	:	January 15, 2025	and ends	:	October 31, 2025	Duration	:	Max. 220 working days
Areas of Work:	:	Support and Organize Youth Conservation Network Events, Activities & Community Projects.						

Background

United States Forest Service International Program (USFS/IP) has been working in Bangladesh since 2009 in collaboration with USAID Bangladesh. USFS/IP has developed longstanding partnerships in Bangladesh by providing need-based capacity building technical assistance in support of national-level capacity for forest management and monitoring.

Building on this technical capacity building assistance, USAID Bangladesh and USFS/IP entered an inter-agency partnership, with funding from USAID Bangladesh, in which USFS/IP will implement the 'Community Partnerships to Strengthen Sustainable Development' (**Compass**) program.

Youth Conservation Corps (YCC) is a major component of USAID's Compass program, implemented by U.S. Forest Service International Programs. YCC strengthens the youth's capacity for employment and leads conservation initiatives. YCC applies a positive youth development approach to empower participants to reach their full potential and become resourceful and productive members of society. YCC participants learn through experience. They train in vocational skills, design and lead environmental stewardship actions, and intern with local business.

A: Overview and Description of Services to be provided

Overview: The Compass program, Component I: Youth Conservation Corps (YCC) engaging Bangladeshi youths in natural resource management to build technical and soft skills while instilling environmental stewardship and creating employment opportunities to measurably improve youth employment. The target population for the activities are marginalized and vulnerable youth of age 18-24 who have not completed Higher Secondary School education. A six month long comprehensive residential training program including 4 weeks of internship is conducted for each cohort of YCC. Compass has successfully completed six (6) cohorts from 2021 to 2024.

The technical and soft skills and activities were selected based on the youth and labor market assessments results and stakeholder feedback to address the demand and gaps in the labor market and to prepare the youth to effectively navigate and access better employment opportunities. Compass created an employment pool and kept ongoing exchange to ensure employment of the trained youth by providing support to create self-employment.

Description of Services: The Intern is expected to perform the following activities:

- Organize Youth Conservation Network (YCN) Districts and Upazila Level Meetings.
- Ensure the participation of YCN members in YCN meetings.
- Coordinate and communicate with YCC graduates and update regularly.
- Oversee and monitor YCN committee's activities in Cox's Bazar and Bandarban.

- Liaison with Bangladesh Forest Department (BFD) Local Police, DC office, UNO office, and Local administration for YCN activities.
- Prepare the meeting minutes of YCN Meetings.
- Manage YCN Social media Facebook page and make sure news and posts are approved by the component lead.
- Prepare Attendance and Local Conveyance sheets for the YCN meeting participants.
- Organize and support Community Action Projects (CAP).
- Communicate with CAP institutes and bridge with YCN members and Local administration / Institutional administration.
- Organize and support in YCN Community activities.
- Support to arrange logistics for the YCN program, documentation, update different information manually in the prescribe formats.
- Collect and share draft stories for YCN's success and activities with YCC team.
- Attend the YCC Team meeting.
- Carry out other responsibilities as required by the YCC Specialist.

B: Required Education, Experience, Knowledge and Skills

Education and Experience

- Higher Secondary School Certificate from any discipline is required
- Degree may be relaxed if the applicant are Graduated from Youth Conservation Corps (YCC).

Experience

- Experience in participating in the environment need assessment, data collection activities.
- Experience in communicating with local leaders.
- No other formal professional experience is required.

Knowledge and Skills

- Knowledge on training implementation, inter-personal skills.
- Able to work on MS-Excel and MS-Word.
- Ability to gather relevant information for report.
- Good language proficiency in both Bangla and local language of Cox's Bazar
- Read, writing and speaking English in a basic level will be a plus.

C. Number of Intern (YCN Field Officer)

Two (2); preferred 1-Female and 1 Male

D. Workstation

Anywhere in Cox's Bazar and/or Bandarban.

E. Benefits and allowances

The benefits and allowances for this position would be as per the Compass policy and guidelines.

F. Instructions for Application Submission

Interested applicants are requested to submit the application form at this link: [Application Form](#)

Applicants must have an active Gmail account to complete the application. In the application form, the interested applicants must provide accurate information in all required fields and attach the following documents:

1. **A Curriculum Vitae (CV)** with the full contact details, description of educational background, relevant experiences (if any), skillset, accomplishments (if any), extracurricular activities, hobbies, and two references (one must be academic). Please use the following naming convention for your file: FirstName_LastName_CV. The CV should not exceed one page and must be attached either in MS Word or in PDF file format.
2. **An Intriguing Cover Letter** illustrating what motivated the applicant to apply and why s/he is the best candidate for this position. Please use the following naming convention for your file: FirstName_LastName_CoverLetter. The cover letter should not exceed one page and must be attached either in MS Word or in PDF file format.

The deadline for application is **December 25, 2024 at 11:59 pm**. Only completed applications will be considered.

Only shortlisted candidates will be called for further assessment. The applicants who are not shortlisted will not be notified. Qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor.