



Association for Alternative Development (AFAD)

R.K. Road, Khalilgonj, Kurigram

Terms of Reference (ToR)

Hiring of Training Facilitator for:

- ❖ Enhanced Skills on Search, Rescue, and Evacuation (SRE) training
- ❖ Inclusive Early Warning Sign Dissemination training

1. Project Information

Program/Project Title	Resilience Strengthening of Vulnerable Populations in Northern, Western, and Eastern Bangladesh through a Network Approach of 5 Partner Organisations (BMZ-PT)
Project Number	2615-14
Donor	Malteser International and BMZ
Implementing Organisation	Association for Alternative Development (AFAD)
Project Duration	15 November 2022 – 31 December 2025
Location	Kurigram, Bangladesh
Contact Person	Ms. Sayda Yesmin, Chief Executive, AFAD (Email: yesminafad@gmail.com), Rafiqul Islam, PC, AFAD (afadpc@gmail.com)

2. Background

The Association for Alternative Development (AFAD) is a women-led non-governmental organization based in Kurigram, Bangladesh, dedicated to empowering vulnerable populations in disaster-prone regions. Under the current project, funded by Malteser International and German Cooperation (BMZ), AFAD aims to enhance community resilience by strengthening the capacities of self-reliant groups (SRGs), project staff, and volunteers in Search, Rescue, and Evacuation (SRE) skills, as well as disseminating inclusive early warning messages. Given the high frequency of natural disasters such as floods and river erosion in Bangladesh, improving disaster preparedness and response skills is crucial. AFAD seeks to engage an experienced training facilitator to design and deliver tailored training sessions that combine technical SRE skills with inclusive early warning dissemination approaches for diverse community members, including persons with disabilities.

3. Objective and expected outcome

Training Name	Objective	Expected outcome
1. Training on Search, Rescue, and Evacuation (SRE)/ Participants SRG leaders and members	To strengthen the knowledge and practical skills of SRG leaders, members, and project staff on effective search, rescue, and evacuation techniques, enabling them to respond rapidly and safely during emergencies and disasters.	Participants are better equipped with the technical know-how and practical competencies required to conduct efficient search, rescue, and evacuation operations during disasters. This enhanced capacity contributes to improved community-level preparedness and minimizes casualties and losses during emergency events.
2. Training on Inclusive early Warning Sign dissemination. / Participants :UDMC members, Rescue Volunteer and group	To build the capacity of community members, particularly SRG members, UDMC members, and local volunteers, to deliver timely and inclusive early warning messages, ensuring that disaster-related	A more inclusive, accessible, and reliable community early warning system is established, where disaster-related messages are disseminated promptly and reach all at-risk populations, reducing the risk of harm

leaders	information effectively reaches all individuals, including the most vulnerable groups such as persons with disabilities, older persons, women, and children.	and enhancing community resilience to future disasters.
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4. Scope of Work and Key Responsibilities

The training facilitator will undertake the following tasks:

1. Curriculum Development:

- Design a comprehensive, context-specific training module and schedule covering **Search, Rescue, and Evacuation (SRE)**. It is noted that **AFAD already has an existing SRE training module and schedule**, which the facilitator can **adapt and deliver** to effectively address SRE topics.
- Design a comprehensive, context-specific training module and schedule on **Early Warning Sign Dissemination**. The module and schedule covering:
 - SRE techniques (search survey, rescue operations, evacuation procedures)
 - Inclusive early warning dissemination methods
 - Community-based coordination during emergencies
- Submit the draft module and schedule to AFAD for review and approval before 3 days of training commencement.

2. Training Delivery:

- Facilitate **two-days SRE training for 5 Batch (Participants per batch 24-25)**
- Facilitate **two days Early warning sign training for 4 batch (Participants per batch 24-30)**
- Apply interactive and participatory methodologies (group discussions, card sessions, brainstorming, presentations, simulations, and demonstrations).
- Adapt training materials based on participant needs and literacy levels.
- Necessary training materials will supply by the project.
- AFAD will organize the need-based logistics and materials.
- Training schedule (Training date, place) will provide AFAD
- If needed project staff will invite participants, arrange the venue and others
- The training facilitator will reportable to Project Coordinator (PC), BMZ-PT project

3. Reporting:

- Submit a comprehensive training report, including participant attendance, learning outcomes, challenges, and recommendations for **SRE training**
- Submit a comprehensive training report, including participant attendance, learning outcomes, challenges, and recommendations for **Early Warning Sign training**
- Provide final consolidated training documentation, materials, and handouts to AFAD for future use.

5. Duration of Assignment

- **SRE training:** The Training facilitator is expected to be training completed within **16 August to 08 September 2025** including preparation, facilitation, and reporting.
- **Early warning sign training:** The Training facilitator is expected to be training completed within **09 September 2025 to 23 September 2025** including preparation, facilitation, and reporting.
- The training duration may be changed for any justifiable reason.

6. Required Qualifications

The facilitator must possess the following:

- Proven academic background with expertise in conducting **Search, Rescue, and Evacuation (SRE) training** in the Bangladesh context.
- Proven expertise in conducting **Early warning sign training** in the Bangladesh context.

- Strong skills in participatory adult learning methodologies.
- Excellent communication and facilitation skills in Bangla (required) and English (desirable).
- Ability to deliver high-quality training materials tailored to grassroots participants.

7. Payments

- **For SRE training:** The fee for SRE training is 10,000 BDT (ten thousand taka only including vat and taxes) per day. Inclusive of all facilitator expenses, including travel, accommodation, and food.
- **For Early warning sign training:** The fee for this training is 10,000 BDT (ten thousand taka only including vat and taxes) per day. Inclusive of all facilitator expenses, including travel, accommodation, and food. The facilitation fee is applicable if the same facilitator for the both training.
- If the separate facilitator for **early warning sign training**, facilitation fee is negotiable.
- Payment will be made after completion of training and submission of final training report.
- Payment will be made via **account pay cheque or other electronic banking channels only**.
- VAT and tax deductions will be applied as per Government of Bangladesh NBR regulations.

8. Required Documents

Applicants are requested to submit the following documents:

- Updated CV highlighting relevant training experience
- Technical with financial proposal for the both training
- Proposed training schedule and module (aligned with ToR)
- Copy of recent tax return certificate
- VAT registration certificate (if applicable)
- Bank account details (account number, branch, address, and routing number)

9. Selection Criteria

The selection will be based on:

- Relevant technical expertise and proven facilitation experience in SRE and early warning sign dissemination training
- Quality and appropriateness of proposed training schedule and module
- Competitive financial proposal
- Availability within the specified timeframe

10. General Conditions

- The expected facilitator have the option to apply for single training or both training
- If a facilitator has expertise on both training, he/she will can apply for both training.
- AFAD will have the rights to use all materials, products, and reports developed under this assignment.
- The facilitator is solely responsible for fulfilling all professional, fiscal, and social obligations as required by Bangladeshi authorities.
- AFAD retains the right to modify, postpone, or cancel the training schedule if required due to unforeseen circumstances.

11. Application Procedure

Interested candidates should submit the required documents by **13 August 2025**, via email to:

- **To:** yesminafad@gmail.com
- **CC:** afadpc@gmail.com
- **For more details mobile:** 01314183046

Or deliver hard copies to:

Ms. Sayda Yesmin, Chief Executive

Association for Alternative Development (AFAD)

R.K. Road, Khalilgonj, Kurigram-5600, Bangladesh

(Late or incomplete submissions will not be considered. AFAD reserves the right to reject any application without providing reasons.)