



Terms of Reference (ToR)

Development of an Online / E-Learning Course on Child Protection & Safeguarding

1. Background

Since its inception in 1994, Breaking the Silence (BTS) has grown from a pioneering initiative addressing child sexual abuse into a nationally recognized rights-based organization working across child protection, gender equality, youth development, climate resilience, civic engagement, and community health. Guided by a rights-based, gender-responsive, and safeguarding-centered approach, BTS has expanded its work throughout Bangladesh, earning strong credibility among communities, civil society, and development partners.

Breaking the Silence has been working for the past 32 years in the field of child protection and safeguarding. The organization has consistently promoted community-based child protection mechanisms and provided comprehensive support services to survivors through effective referral systems. It has also strengthened the capacity of children, youth, communities, civil society organizations (CSOs), local government institutions, and service providers on child rights and safeguarding principles.

Building on this extensive experience, Breaking the Silence is now well-positioned to deliver specialized training on Child Protection and Safeguarding bilingual (Bangla and English) online/e-learning course for multi-stakeholders, corporate service providers, and professionals across various sectors

2. Objectives of the Assignment

- Develop a structured, inclusive, and culturally sensitive online course on child protection and safeguarding.
- Capacity building of the target audience to identify child protection, safeguarding and code of conduct issues within workplace, practicing in manner and response accordingly.
- Ensure content is suitable for a general audience while remaining practical and informative.
- Produce high-quality bilingual (Bangla & English) learning materials for exploring scope of business of the organization for resource mobilization.

3. Scope of Work

The consultant or firm will be responsible for:

A. Course Design & Framework

The course will be structured as follows:

- **Total Modules:** 5-7 Modules
- **Classes per Module:** 5-7 Classes
- **Total Classes:** 25-30 Classes



ব্রেকিং দ্য সাইলেন্স

- **Duration of Each Class:** Approximately 20-22 minutes
- **Animated Videos:** Each class will include **2–3 short animated videos**, each with a duration of approximately **1–2 minutes**

The course structure should ensure logical sequencing, progressive learning, and practical applicability.

B. Core Content Areas (Module-wise Coverage)

1. Definitions and Core Safeguarding Principles:

Clear definitions of safeguarding in relation to both children and adults, including the organization’s commitment to preventing harm, abuse, exploitation, and neglect. The course will outline the fundamental safeguarding pillars—prevention, protection, reporting, response, and accountability.

2. Legal and Regulatory Framework:

Overview of applicable national and international legal frameworks governing workplace safeguarding, including statutory obligations and child protection standards.

3. Identification and Response to Safeguarding Risks:

Guidance on recognizing early warning signs and indicators of abuse, exploitation, harassment, discrimination, neglect, and child safeguarding concerns within the workplace and related environments.

4. Duty of Care and Protection of Vulnerable Individuals:

Practical application of duty of care principles for vulnerable adults, persons with disabilities, marginalized groups, and children.

5. Reporting and Escalation Procedures:

Clear internal and external reporting mechanisms, documentation standards, whistleblower protections, and escalation pathways.

6. Promoting a Safe and Inclusive Workplace Culture:

Strategies for establishing safeguarding-oriented organizational culture, prevention mechanisms, and leadership commitment.

7. Confidentiality, Information Sharing, and Data Protection:

Ethical information management and compliance with applicable data protection standards.

8. Handling Disclosures and Providing Support:

Best practices for responding to disclosures with empathy, professionalism, appropriate referrals, and structured support mechanisms.

C. Content Development

The consultant/firm will:

- Develop detailed module-wise lesson scripts
- Prepare case scenarios and practical examples



ব্রেকিং দ্য সাইলেন্স

- Develop quizzes and knowledge-check questions
- Design written assignments (where applicable)
- Integrate 2–3 animated video concepts per class (1–2 minutes each)
- Prepare bilingual (Bangla & English) versions of all materials

The course will include:

- Video-based learning sessions
- Short animated explainer videos
- Written assignments
- Knowledge-check quizzes
- Supporting reading materials

An **official certificate** will be automatically generated and issued upon successful completion of the course.

D. Artist/Resource Requirements

Where presenters, voice artists, or animation contributors are required, the consultant/firm shall propose suitable profiles aligned with:

- Experience in educational or safeguarding-related content
- Clear and professional bilingual communication skills
- Sensitivity to child protection and safeguarding themes
- Culturally appropriate and non-triggering presentation style

Final approval of artists/resource persons will remain subject to management review.

E. Language & Accessibility

- Content must be developed in both Bangla and English.
- Language must be simple, culturally appropriate, trauma-informed, and non-triggering.
- Content should remain accessible to diverse professional audiences.

F. Review & Finalization

- Submit draft materials for review.
- Incorporate feedback from Breaking the Silence management.
- Submit finalized, approved bilingual course content ready for online deployment.

Note: The consultant/firm will focus solely on content development unless otherwise agreed in writing.

4. Expected Deliverables & Timeline

Phase 1: Inception

- Inception Report & Course Framework
- Detailed module structure (5 modules × 5 classes)
- Learning objectives and content plan



Phase 2: Assessment & Drafting

- Draft content for all 25 classes
- Scripts, animated video concepts, case scenarios, quizzes (Bangla & English)

Phase 3: Review & Feedback

- Revision based on management feedback

Phase 4: Finalization

- Final approved bilingual course content
- All scripts, assignments, quizzes, and animation briefs

Total Duration: 60 working days from issuance of work order.

Based on the submitted technical and financial proposals, a preliminary selection will be made. Subsequently, upon finalized the consultant, after the detailed discussion with the consultants.

5. Consultant's Qualification Individual Consultant:

- Minimum 5 years of experience in child protection or safeguarding.
- Proven experience in developing training/e-learning content.
- Strong understanding of Bangladeshi socio-cultural context.
- Ability to develop content in Bangla & English.
- Knowledge of trauma-informed and ethical content development. Consulting Firm:
- Demonstrated experience in child protection/safeguarding or social development work.
- Experience in instructional design or e-learning content development.
- Availability of qualified subject matter experts.
- Capacity to deliver bilingual content within the timeline.

6. Payment Terms:

- The financial proposal should include all applicable costs, including VAT and TAX.
- Payments will be made through Account Payee Cheque/BFTN as follows:
 - 20% upon submission and approval of the Inception Report.
 - 20% Share draft module and developed content.
 - 30% upon after reviewing full development materials.
 - 30% upon completion and acceptance of final deliverables.
- Breaking the Silence reserves the right to cancel any agreement if quality deliverables are not ensured.

7. Reporting and Coordination

The consultant/firm will work under the supervision of the Director of Program and Planning, Deputy Director of MEAL, and Manager of HR. All deliverables will be reviewed and approved by the management of Breaking the Silence.



ব্রেকিং দ্য সাইলেন্স

8. Safeguarding and Confidentiality

The consultant/firm must sign Breaking the Silence's Safeguarding and Child Protection Policy and maintain strict confidentiality of all organizational data and systems throughout the assignment.

9. Implementation Flexibility & Management Coordination

To ensure the quality and relevance of the course, the consultant/firm must demonstrate flexibility in implementation.

As per organizational requirements and management decisions, minor modifications in structure, sequencing, or content approach may be required during the development process. The consultant/firm is expected to maintain a professional, cooperative, and adaptive mindset, and to appreciate and accommodate reasonable adjustments aligned with organizational priorities and quality standards.

9. Application Procedure

Interested firms/consultants are requested to submit the following documents by email to procurement@breakingthesilencebd.org (cc: kzaman@breakingthesilencebd.org and n.alam@breakingthesilencebd.org) with the subject line: "Consultancy for Developing E-learning/Online Course for Child Protection/Safeguarding".

Documents to submit:

- Technical and financial proposals (separate files)
- Firm/Individual profile and list of similar completed assignments
- CV(s) of key experts
- Copy of TIN, VAT, and Trade License
- Deadline for submission: 10th March 2026

10. Disclaimer

Breaking the Silence reserves the right to accept or reject any or all proposals without assigning any reason.