

## Terms of Reference (ToR)

### Development of Community-based Disability-Inclusive Anticipatory Action Protocol on Riverine Flood for the Jatrapur Union, Kurigram

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#### 1. Background

Centre for Disability in Development (CDD) is a national, non-government, not-for-profit organization working since 1996 to promote the rights, dignity, and inclusion of persons with disabilities in mainstream development and humanitarian action in Bangladesh. With the support of CBM International, CDD is implementing the project titled 'Anticipate, Include, Act: Strengthening Community Resilience in Kurigram (AIASCR)' in Jatrapur Union of Kurigram Sadar Upazila, Kurigram District.

The AIASCR Project is grounded in a rights-based, twin-track approach to disability inclusion, ensuring both the meaningful participation of persons with disabilities and the systematic removal of attitudinal, institutional, environmental, and communication barriers within disaster risk management systems. Kurigram District is highly prone to recurrent flooding, river erosion, and climate-induced shocks that disproportionately affect persons with disabilities, older persons, women, children, and other at-risk groups.

Community-based disability inclusive Anticipatory Action (AA) is a priority for CBM-supported Disability-inclusive AHA programming, aiming to enable early, dignified, and inclusive actions based on community-based disability-inclusive risk analysis and forecast-based triggers, before disasters cause irreversible harm. However, at the Union level, anticipatory action mechanisms often remain fragmented and insufficiently disability inclusive.

To address this gap, the AIASCR Project will develop a community-based disability inclusive Anticipatory Action Protocol (DiAAP) on Flood for Jatrapur Union, considering the National Early Action Protocol (NEAP) for Monsoon Riverine Flood in Bangladesh (published in August 2024 by the Ministry of Disaster Management and Relief). A DiAAP will be developed through community consultation (People with and without disabilities), technical support from an external consultant, joint participatory workshops with duty bearers and rights holders, and simulation exercises to test the protocol and accompanying contingency plans. The process will also systematically identify operational gaps and inclusion barriers, contributing to strengthened local disaster governance aligned with the NEAP for Monsoon Riverine Flood in Bangladesh, which was published by the Ministry of Disaster Management and Relief.

#### 2. Objectives of the Assignment

The **overall objective** of this consultancy is to develop, validate, and operationalize a community-based disability inclusive Anticipatory Action Protocol (DiAAP) on Flood for Jatrapur Union based on impact-based forecasting, that enables timely, equitable,

coordinated, accountable, and rights-based anticipatory actions, with particular attention to persons with disabilities and other at-risk groups.

The **specific objectives** are to:

- Develop a community-driven context-specific and forecast-based anticipatory action protocol that integrates disability inclusion markers, gender equality, and age sensitivity.
- Strengthen the capacity of Union-level disaster management actors to implement forecast-based, disability inclusive anticipatory actions.
- Ensure meaningful participation and leadership of persons with disabilities and their representative organizations in anticipatory planning and decision-making.
- Test the feasibility and effectiveness of the protocol through one inclusive simulation exercise in the Jatrapur Union
- Arrange a physical validation workshop on Community-based Disability Inclusive Anticipatory Action Protocol (DiAAP) to promote in the Kurigram Sadar Sub-district.

### **3. Scope of Work**

The scope of the assignment will include, but not be limited to, the following components:

- The Consultant will lead the technical development of a Community-Based Disability-Inclusive Anticipatory Action Protocol (DiAAP) on Riverine Flood for Jatrapur Union, aligned with the National Early Action Protocol (NEAP) and relevant national frameworks.
- The assignment will include:
- Reviewing relevant national policies, anticipatory action frameworks, and local risk data.
- Conducting inclusive consultations and participatory workshops with Union-level stakeholders and community members.
- Developing a context-specific, disability-inclusive anticipatory action protocol, including trigger considerations and defined roles and responsibilities.
- Designing and facilitating a simulation exercise to test operational feasibility.
- Identifying operational and inclusion gaps and recommending measures for institutionalization and sustainability.
- Validation workshop, finalization of protocol, and reporting

### **4. Methodology**

The assignment will adopt a **participatory, community-based, and disability-inclusive methodology** to ensure that Anticipatory Humanitarian Actions (AHA) are locally grounded, evidence and impact forecast based, and responsive to the needs of persons with disabilities and other at-risk groups. The approach will integrate the following components:

1. **Desk Review and Secondary Data Analysis:** A comprehensive desk review will be conducted to analyze existing documents, policies, assessments, and program reports related to disability inclusion, disaster risk reduction (DRR), anticipatory action, and community-based interventions. This will include reviewing

Community Risk Assessments (CRA), Risk Reduction Action Plans (RRAP), disability mapping data, early warning protocols, and relevant national and international guidelines. The review will provide strong evidence base and help identify gaps, good practices, and entry points for inclusive anticipatory action.

2. **Stakeholder Consultations at Multiple Levels:** Structured consultations will be carried out with key stakeholders at community, local government, and institutional levels. These will include persons with disabilities, caregivers, self-help groups, Ward and Union Disaster Management Committees, local authorities, humanitarian actors, and service providers. The consultations will explore risk perceptions, early warning access, preparedness capacities, barriers to inclusion, and existing coping mechanisms, ensuring that diverse voices are systematically captured.
3. **Meaningful Participation of Persons with Disabilities and At-Risk Groups:** The methodology will prioritize meaningful, not symbolic, participation of persons with disabilities, women, older persons, and other at-risk groups throughout all stages of the assignment. Accessible meeting venues, inclusive facilitation methods, appropriate communication formats, and reasonable accommodations will be ensured to enable active engagement, decision-making, and leadership by participants from diverse disability groups.
4. **Community-Based Analysis and Co-Creation of Solutions:** Community members, particularly persons with disabilities and their representative groups, will be actively involved in identifying risks, analyzing vulnerabilities and capacities, and co-designing disability-inclusive anticipatory actions. This approach will ensure that proposed actions are practical, context-specific, and aligned with community priorities rather than externally imposed solutions.
5. **Facilitated Validation Workshops:** Validation workshops will be organized at local and/or regional levels to review preliminary findings, proposed anticipatory actions, and implementation pathways. These workshops will create a shared space for dialogue, feedback, and consensus-building among communities, partner organizations, and government stakeholders, strengthening ownership and accountability.
6. **Simulation-Based Learning and Scenario Exercises:** Simulation exercises and scenario-based learning activities will be used to test proposed disability-inclusive anticipatory action measures under realistic flood and disaster scenarios. These simulations will help assess the feasibility, timeliness, coordination mechanisms, and inclusiveness of early actions, and will allow participants to identify operational gaps and improvement areas before real emergencies occur.
7. **Integration into Community-Based Disability-Inclusive AHA Frameworks:** Findings from the desk review, consultations, validations, and simulations will be systematically integrated into the development of community-based, disability-inclusive Anticipatory Humanitarian Action frameworks and protocols. These frameworks will align with national disaster management systems, early warning mechanisms, and humanitarian coordination structures to ensure scalability and sustainability.

## 5. Expected Deliverables

**i. Inception Report**, including detailed methodology, workplan, stakeholder engagement strategy, inclusion and intersectionality approach, and proposed framework for risk analysis and trigger development aligned with the NEAP.

**ii. Desk Review and Context & Risk Analysis Report**, including:

- Review of NEAP, SoD 2019, and relevant legal and policy frameworks
- Analysis of existing early warning systems and forecast sources
- Assessment of disability inclusion gaps
- Intersectional vulnerability and functional risk analysis
- Identification of priority flood risk scenarios and recommendations for trigger design

**iii. Participatory Consultations and Workshops:** Facilitation of inclusive consultations with UDMC, local authorities, OPDs/SHGs (Char and Plain lands), and community members to:

- Validate risk and impact scenarios
- Identify differentiated impacts and coping strategies
- Co-design disability-inclusive early actions
- Define roles, responsibilities, and activation procedures

**iv. Draft Community-Based Disability-Inclusive Anticipatory Action Protocol (DiAAP)**, including:

- Context-specific, **forecast-based trigger model (thresholds, lead time, activation authority) aligned with NEAP**
- Early Action Matrix linked to trigger levels
- Disability-inclusive and gender-responsive measures
- Accessible communication and coordination mechanisms
- Consideration of basis risk

**v. Inclusive Simulation Exercise**

- Design and facilitation of at least one inclusive simulation to test trigger activation, early warning dissemination, evacuation support, and coordination.
- Includes debrief and documentation of operational and inclusion gaps.

**vi. Finalized and Validated DiAAP:** Revised protocol incorporating simulation findings, formally validated and endorsed by Union-level stakeholders, including clear institutional roles and sustainability considerations.

**vii. Monitoring, Learning, and Accountability Framework:** Including inclusion indicators, activation timeliness measures, community feedback mechanisms, and safeguarding considerations.

**viii. Final Consultancy Report:** Documenting methodology, key findings, simulation outcomes, identified gaps, and prioritized recommendations.

## 6. Duration of the Assignment

The consultancy will be completed within a total of 40 working days, to be concluded by April 2026. The implementation schedule will remain flexible and responsive to local conditions, seasonal risks, and the availability of relevant stakeholders.

## 7. Activity Timeline and Workplan

Phase	Key Activities	Location	Estimated Duration
Phase 1	Desk review, stakeholder mapping, inception report	Consultant's preference	7 working days
Phase 2	Participatory workshops for primary data collection and protocol drafting	Jatrapur Union, Kurigram, including Char-lands	13 working days
Phase 3	Submission of draft DiAHA Protocol and Simulation documentation	HQ, CDD for submission, and Jatrapur Union, Kurigram, for a simulation exercise	12 working days
Phase 4	Validation workshop, finalization of protocol, and reporting	Sadar Kurigram for validation workshop and HQ, CDD for submission	8 working days
<b>Total</b>			<b>40 working days</b>

## 7. Roles and Responsibilities

- **External Consultant:** Lead the technical design, facilitation, documentation, and finalization of the protocol and related outputs.
- **CDD /AIASCR Project Team:** Provide overall coordination, logistical support, stakeholder mobilization, and technical backstopping. Regular check-in with the consultant for alignment and Q&A.
- **CBM International:** Provides strategic and technical oversight and supports the review of key deliverables (Inception Report, Draft DiAAP, Post-Simulation Revision).
- **Local Stakeholders:** Participate actively in workshops, simulations, and validation processes.

## 8. Management and Coordination

The assignment will be managed by the AIASCR Project team of Centre for Disability in Development (CDD). The consultant will work closely with the project team and relevant Union-level stakeholders. Regular coordination meetings and feedback sessions will be organized to ensure quality and donor compliance.

## 9. Eligibility Criteria for External Consultant

The consultant should meet the following minimum requirements:

- Advanced university degree (Master's preferred) in Disaster Management, Environmental Science, Geography & Environment, Climate Change &

Development, Water Resources Engineering, or other relevant discipline from a recognized institution.

- Minimum 5 years of progressively responsible professional experience in disaster risk reduction, anticipatory action, flood preparedness, or climate risk management in Bangladesh;
- Proven experience in developing or contributing to disaster management plans, anticipatory action protocols, early action frameworks, contingency plans, or community-based disaster risk management strategies.
- Strong understanding of Bangladesh’s disaster governance framework, including the Standing Orders on Disaster (SoD 2019), National Early Action Protocol (NEAP), Rights and Protection of Persons with Disabilities Act 2013, and Union Disaster Management Committee (UDMC) structures.
- Demonstrated experience conducting participatory vulnerability and capacity assessments, community consultations (including Char and hard-to-reach contexts), and facilitating simulation exercises or drills.
- Proven ability to apply disability inclusion standards, gender-responsive approaches, accountability and safeguarding frameworks, and intersectional analysis.
- Sound understanding of early warning systems, flood forecasting mechanisms (e.g., FFWC, BMD), and basic principles of impact-based trigger development.
- Excellent analytical, documentation, and report-writing skills in English; fluency in Bangla (written and spoken) is required. Prior working experience in northern Bangladesh, riverine flood-prone districts, or Char-land contexts will be considered a strong asset.

## 10. Safeguarding and Do No Harm Principles

All activities under this consultancy will be implemented in strict adherence to the Do No Harm principle and the Safeguarding, Protection, and Accountability policies of CDD and CBM. The consultant will ensure that the rights, dignity, safety, and well-being of all participants, particularly persons with disabilities, women, children, and other at-risk groups, are respected and protected throughout the assignment. Meaningful participation will be promoted without coercion, discrimination, or exposure to physical, psychological, social, or protection-related risks. Confidentiality and informed consent will be ensured during consultations, workshops, simulations, and documentation processes. The consultant will actively identify and mitigate any potential risks related to power dynamics, exclusion, stigma, or unintended negative consequences, ensuring that all outputs are ethically sound, context-sensitive, and fully aligned with CDD and CBM safeguarding and accountability standards.

## 11. Reporting, Payment Milestones, and Deliverable Approval

The consultant will report directly to the AIASCR Project Manager of CDD. All deliverables will be reviewed for quality, inclusion standards, and donor compliance before approval.

### Payment Milestones (indicative):

Milestone	Deliverable	% of Payment
Milestone 1	<ul style="list-style-type: none"> <li>• Submission of Inception Report, including detailed workplan</li> </ul>	20%

Milestone 2	<ul style="list-style-type: none"> <li>• Completion of data collection workshop(s) and submission of draft inclusive AA protocol</li> </ul>	30%
Milestone 3	<ul style="list-style-type: none"> <li>• Submission of the completion of the simulation exercise and validation workshop report</li> <li>• Monitoring, Learning, and Accountability Framework,</li> <li>• Submission and approval of the final protocol and consultancy report</li> </ul>	50%

Final payments will be made upon satisfactory acceptance of deliverables by CDD, with contractual conditions.

**VAT and tax will be deducted from the source as per the government's NBR policies.**  
Applications -

Expressions of Interest (EoI) shall be submitted by **15 March 2026** to **cddjobsac@gmail.com** and shall include:

- Brief description of consultancy team/consultant/firm
- Understanding of this ToR, Technical Proposal, and Financial Proposal
- Legal documents (registration certificate; Vat/Tax, TIN, etc.)
- Evidence of similar working experience

Only complete applications will be considered for the next stage of the selection process. CDD may ask for further references and/or examples of previous work during the recruitment process.