

# BDRCS/GRC Terms of Reference (ToR) for developing a Training Manual

In Bangladesh

For Ward Disaster Management Committees (WDMC)

## German Red Cross

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## Abbreviations

BDRCS	Bangladesh Red Crescent Society
GRC	German Red Cross
HNS	Host National Society
PNS	Partner National Society
HQ	Headquarter
ECHO	European Civil Protection & humanitarian Aid Operations
BDRC	Bangladesh Red Crescent Society
SOD	Standing Orders on Disasters
NDPD	National Disaster Preparedness Day
NDMP	National Disaster Management Policy

## 1. Background

DEEPER (Dhaka Earthquake & Emergency Preparedness- Enhancing Resilience) is an earthquake preparedness project aiming to strengthen systems & planning capacities by engaging with local authorities and volunteers in Dhaka's south city corporation. The project DEEPER –is implemented in 14 wards of Dhaka south City Corporation for past few years. This consortium project consisting of Bangladesh Red Crescent Society, British Red Cross, Christian Aid and ACF as partners and is led by German Red Cross with funding support from European Civil Protection & Humanitarian Aid Operations (ECHO).

Government of Bangladesh has the Standing Orders on Disaster (SOD), which was updated last year 2019. In the SOD, tasks and responsibilities of the citizen, public representatives, ministries, agencies and non-government organizations have been clearly spelled out. DEEPER project was working with Department of Disaster Management Bureau to popularize the updated SOD among duty bearers and conducted few rounds of discussions. However due to the COVID situation it was not possible to continue. Given the new normal, project aims to support that local authorities need to be sensitized about their roles and functions in line with SOD and DM act, to be able to contribute to the whole of society approach in fighting against the COVID 19.

## 2. Description of intended Training Manual

### 2.1 Intended objectives

The objective of the development of this training manual is to help ward level authorities in the urban settings to enhance their capacities in line with their roles and responsibilities laid down in the SOD. As per the SOD, each ministry, division, department and agency will prepare its own detailed work plan to perform its responsibilities and functions efficiently as mentioned in the Standing Orders and will take necessary measures to implement it as part of their own duty and capacity. But, largely, the capacities at Ward level are minimal. In spite of the less capacities, Local government authorities have been very adaptive to the pandemic in urban areas and have shown exemplary work related to relief and community assistance during the beginning of pandemic. Currently the local authorities are dealing with the immediate situation in their own way with some support from aid agencies. But going forward a holistic planning needs to be done considering the longer-term impact of Covid-19 on their communities and businesses and how best to mitigate its worst effects on the local economy and the most disadvantaged residents.

Most of ward offices were functional and extending support to aid agencies in the relief assistance programs as well helping local government authorities in maintaining social distancing norms. Through this training manual the aim is to **enhance ward level capacities** into community preparedness, DRR, and resilience that augments their roles and responsibilities in new normal approach.

### 2.2 Target group

Ward Disaster Management Committees (Urban)

## 2.3 Expected output

- Develop key functions and duties of Ward Disaster Management Authorities in Before During, and After the disaster- in line with Standing Orders on Disasters (SOD)
- Based on the functions & duties develop a Training Manual for Ward disaster Management authorities

## 2.4 Process & Methodology

- The hiring consultant will review the Standing Orders on Disasters (SOD) and other related documents on Urban Disaster Management Framework, DM Act & NDMP. He/She will also do a consultation with Ward level authorities to understand the training needs and based on the above, he/she will draft the training Manual. The training manual will have two parts. A) Roles and responsibilities of ward Disaster Management Committees. B) Training Manual for Ward Disaster Committees
- The methodologies in the training manual should be detailed (and conducive to adult learning) and contents of the trainings should be very elaborative.
- The consultant will facilitate few consultation meetings organized by BDRCS/GRC with national key stake holders working in urban such as INGO urban forum, SURP consortium and other alliances that work in urban context to provide inputs on the training module
- The consultant will be in close contact with Department of Disaster Management Bureau's training department who will provide inputs on the training manual from time to time.
- The consultant will directly be under the close supervision of the DEEPER Project delegate and reportable to him.
- The manual will be developed in Bangla language.

## 3. Implementation / Facilitation

### 3.1 Responsibilities and duties

BDRCS/GRC will organise all consultative meetings/ logistics in the country. The consultant will be supported with the necessary information required during the assignment.

BDRCS/GRC will arrange validation meetings and workshops to incorporate feedback from relevant stakeholders

## Consultant:

The consultant is responsible for the elaboration of the methodology, the content and all aspects of development of the manual. He/she will coordinate all measures, especially the content, the methodology, with BDRCS/GRC and partners.

- The consultant will Collect and review all existing training manuals from relevant GO/NGOs & DDM and develop a contextualise one
- The consultant will facilitate the collaboration with DDM, MoDMR as well as the working group to technical review and endorsement;
- The consultant will ensure accuracy of terms and terminology used in the documents;
- The consultant will ensure translation (if needed) is written with style, correct grammar and spelling;
- Submit final version in soft copy.

He /she has the responsibility to revise the documentation, based on the comments from BDRCS/GRC and the partners

## 3.2 Timetable

Date	Task	Responsible person	days/person
	Briefing with BDRCS/GRC team and Partners	BDRCS/GRC	1 Day
	Meetings with DDM & Ward authorities	BDRCS/GRC	1 Day
	Development of Module and any revisions based on inputs from stakeholders	Consultant	40 day
	First consultative meeting to present the draft	Consultant and support team	1 Day
	Final Meeting with Advisory committee	Consultant (support staff and participants)	1 day
	Validation workshop	BDRCS/GRC, Consultant and support team	1 day

## 4. Quality and ethical standards

The consultant should take all reasonable steps to ensure that the Training Manual is designed and Developed to respect and protect the rights and welfare of participants and that it is legitimate. There will be nothing in the assignment, which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the assignment. The team members should have legal authority to work in the assignment. The information collectors will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavor to be unbiased in collecting data.

### Consultant Profile

The consultant should meet the following criteria:

#### Obligatory:

- At least 5years' experience in the development of Training Manuals on DRR and DM in Bangladesh or overseas

- Proven ability to develop and write detailed methodologies and content
- High Languages skill in Bangla

### Preferable

- Knowledge and experience of working in the country on issues related to UDRR
- Knowledge and experience of working in Bangladesh and development of training Manuals
- Knowledge/experience of the Red Cross Movement

## 5. Application procedure:

**For details, please follow the attachment “Tender Instruction” for submission your proposal.**

## 6. Disclaimer:

IFRC/GRC Bangladesh reserves, the right to accept or reject any or all Proposals/applications without assigning any reason what so ever.