BANGLADESH RED CRESCENT SOCIETY
বাংলাদেশ রেড ক্রিসেন্ট সোসাইটি

Terms of Reference

for

Contextualization of Anticipatory Action Training Manual and Module

**Pilot Programmatic Partnership (PPP)
Bangladesh Red Crescent Society (BDRCS) / German Red Cross (GRC) / Danish Red Cross (DRC)**

1. BACKGROUND

In Bangladesh, piloting of Anticipatory Action (AA) began in 2015 and has progressively established itself as an effective instrument in disaster risk management. The progress of AA in the country has been mainly driven by the Bangladesh Red Crescent Society (BDRCS) with support of German Red Cross (GRC) and other collaborative partners, which later evolved into an integrated AA platform with a group of expertise and practitioners. Bangladesh being a country prone to natural hazards, and AA, although relatively new, has proven to be an effective mechanism for reducing the impact of the disasters. To this end, Bangladesh has taken steps to integrate AA into its disaster risk management policies through its incorporation in the country's Standing Orders on Disaster (SOD) in 2019 and establishment of Forecast-based Financing/Action (FbF/A) Taskforce. AA Technical Working Group was likewise established and operationalized comprising of 45 actors from the Red Cross/Red Crescent Movement, UN, donor, and non-government and civil society organizations. Additionally, an AA Secretariat was recently formed as an independent body supporting and servicing all the actors working in the field of anticipatory action in a better coordinated way.

Public health is an emerging vital focus in AA where progress is being achieved in surveillance and early detection of priority diseases and health-related issues in Bangladesh. Institute of Epidemiology, Disease Control and Research (IEDCR) under Directorate General of Health Services (DGHS) and Ministry of Health and Family Welfare (MoHFW) are technical partners of BDRCS and Danish Red Cross (DRC) on piloting Community-based Surveillance and in exploring AA-Health integration.

Considering the country context, requirements and quality assurance, a user-friendly training manual for Bangladesh is highly required which will serve as a guideline for all actors and practitioners to follow for AA capacity building interventions and a harmonized training operation. The Regional AA Technical Working Group has developed a minimum training package on AA and provided ToT to selected countries (including Bangladesh) with the aim ensuring alignment of terminology and approaches across different actors and sectors which can be further tailored for the country context. Three representatives from BDRCS, World Food Programme and Start Network have completed the regional training and will be referred to this consultancy as the AA Training Core Group which will provide advisory services to contextualize the training manual and modules into country context with the support from AA Secretariat.

2. PROJECT PROFILE

Project Name	Accelerating Local Action in Humanitarian and Health Crises through the Pilot Programmatic Partnership (PPP)
Project Objectives	Communities and individuals at risk, and local actors, are taking action through innovative and integrated strategies, to anticipate, prepare for, withstand, respond to and recover from crises
Implemented by	Bangladesh Red Crescent Society (BDRCS)
Supported by	German Red Cross (GRC), International Federation of Red Cross and Red Crescent Societies (IFRC), Danish Red Cross (DRC) and Swedish Red cross (SweRC).

Funded by	Directorate General for European Civil Protection and Humanitarian Aid Operations (DG ECHO).
Project Location	The programme is implemented in 4 districts- Dhaka (2 wards and 4 schools), Rajshahi (5 wards and 10 Schools), Sylhet (5 wards and 10 schools) and Cox's Bazar (4 unions and 1 municipality)
Beneficiaries	188,576 direct beneficiaries
Timeline	May 2022 to June 2025

3. OBJECTIVES

The main objective is to contextualize the training manual and modules which aims to set out the minimum standards for AA, harmonise training, and facilitate networking and cross-learning between organizations based on their experiences. It also addresses the identified gaps and enhance the understanding and implementation of AA strategies.

The targeted key stakeholders for which the training package is to be contextualized are as follows:

- National and local level stakeholders including FbF/A taskforce under the Ministry of Disaster Management and Relief, relevant ministries, and sectoral departments of Bangladesh government
- Local government bodies, international and national government organizations, AA practitioners, academia, and volunteers who are intensively working with AA interventions in Bangladesh
- Donors, private sectors and potential partners will also consider as stakeholders for greater interest to enhance knowledge and expansion of the partnership

4. Scope

The consultant will be responsible for the following tasks:

4.1. Training Needs Assessment (TNA):
- Assess the knowledge, skills, and capacities of AA stakeholders mentioned above following a recognized and standard assessment method;
- Identify gaps, challenges, and areas for improvement in their understanding and application of AA principles and practices; and
- Develop TNA report highlighting the key findings and recommendations

4.2. AA Training Manual and Module Contextualization:
- Considering the AA Regional Technical Working Group training package, review and adapt the training manual and modules based on the TNA findings
- Incorporate best practices, case studies, and practical exercises in Bangladesh to enhance the learning experience and replication.
- Closely collaborate and coordinate with the AA Training Core Group and AA Secretariat to adapt the modules

4.3. AA Training Pilot Rollout:
- Conduct one batch of training to test the contextualized manual and module and make necessary updates based on the feedback received
- Utilize interactive and participatory learning methodologies to ensure effective knowledge transfer and skill development
- Prepare training report and update the training manual and module based on the findings and recommendations of the pilot training roll-out

Modules need to be contextualized:

(1.) AA Concept and Key Building Blocks
(2.) Developing an AA Protocol
(3.) AA Trigger Development
(4.) AA Financing
(5.) Simulation Exercise
(6.) Operationalizing AA
(7.) AA Monitoring and Evaluation
(8.) Institutionalizing AA
(9.) AA and Social Protection

The consultancy will integrate elements of health in AA in applicable modules considering public health, infectious and communicable disease and various health pandemics in consultation with the IEDCR, AA Training Core Group, BDRCS, GRC, DRC and relevant health stakeholders. Additionally, other sectoral examples will be integrated as applicable.

5. TASK DESCRIPTION

5.1 Task of the Consultant

- Desk review of secondary data and relevant background information to determine what needs to be done for undertaking the consultancy.
- Design and develop methodology and instruments according to the scope including Training Needs Analysis, appropriate training approaches, and training pilot testing.
- Formulate and implement a detailed workplan according to required deliverables with established mitigation measures to manage challenges and delays
- Prepare comprehensive reports based on required deliverables and address/incorporate feedback received from BDRCS, GRC, DRC, AA Training Core Group and AA Secretariat.
- Facilitate the pilot training together with AA Training Core Group and AA Secretariat, and to collect feedback from participants.
- Participant in meetings and provide timely update to BDRCS, GRC, DRC, AA Training Core Group and AA Secretariat.

5.2 Task of BDRCS, GRC, DRC, AA Training Core Group and AA Secretariat

- Assist the consultant to understand the TOR and address any queries presented. Primary focal is the AA Secretariat for technical support and coordination and BDRCS/GRC/DRC for logistic issues.

- Provide available materials, e.g., minimum training packages (9 modules) developed by Regional AA TWG and recommend other available sources (even necessary data collection from local/national level)
- Facilitate meetings with relevant departments or agencies and field work in selected locations, when necessary
- To provide support to organize orientation on the modules testing and timely review, recommendations to the deliverables submitted by the consultant
- Review the documents submitted by the consultant and provide feedback or suggestions for improvement, ensuring alignment with the objectives of the consultancy
- Manage all the logistics for training/workshop except for consultant's field expenses (i.e., travel, food and accommodation).

6. METHODOLOGY

The consultancy team should use the document provided and available online sources for review. For the collection of primary data from targeted stakeholders, participatory methods should be applied. The choice of methods including questionnaire, training approaches, module structure and among others have to be presented and described by the consultant and will be approved by AA Training Core Group and AA Secretariat during the inception report process.

The consultant will have access to all relevant documents and key stakeholders. These documents and contact information are confidential but can be cited and used in the process. Information which could do harm to any stakeholder if published should be treated in a confidential way. The decision about the publication is the right of BDRCS.

At the start of this assignment, the consultant will be scheduled for a detailed orientation meeting with AA Training Core Group and AA Secretariat. Clarifications should be provided around the objectives and expectations as necessary. The consultant should also explain and clarify, how the proposed methodology will help to achieve the expectations. A regular (fortnightly) sharing will be organized with consultant and representatives from AA Training Core Group and AA Secretariat to give updates on status of implementation and to provide opportunities for timely feedback and optimal correction necessary for successful completion of the assignment.

7. TASKS, DELIVERABLES AND PAYMENT SCHEDULE

Sl	Tasks	Deliverables	Estimated Working Days	Percentage of payment
1	**Planning and preparatory tasks** Briefing on the assignment and clarifying the key expectations.	Inception report and Training Needs Assessment report	1 day	30%
2	**Inception Report Submission** Desk review of available documents to understand the objectives and expectations.		4 days	

Sl	Tasks	Deliverables	Estimated Working Days	Percentage of payment
	Clarification of the proposed methodology through Q&A session Development of detailed tools, templates and agendas, etc. as required. The feedback loop completed by consultant to include the recommendations and address the inquiries shared.			
	Training Needs Assessment Completion of survey according to approved questionnaire and agreed sample size/respondents. Development of TNA report and review by AA Training Core Group and AA Secretariat.		10 days	
3	**Contextualization of Training Manual and Modules** Revision to include the recommendations from TNA and contextualization of contents Review and incorporation of feedback by A Training Core Group and AA Secretariat.	First Draft of Training Curriculum and Modules	15 days	30%
4	**AA Training Pilot Roll-out** Testing of the contextualized training manual and collecting feedback during the pilot roll-out	AA Training Report	5 days	40%
5	**Revision and finalization Training Manual and Modules** Incorporation of the feedback from the pilot roll-out to finalize the training manual and module	Final Training Manual and Module with required annexes and Consultancy Final Report	5 days	

Sl	Tasks	Deliverables	Estimated Working Days	Percentage of payment
	Submission of final report to BDRCS, GRC, DRC, AA Training Core Group and AA Secretariat.			
		TOTAL	**40 days**	**100%**

N.B. The timeline would exclude the period required for feedback from AA Training Core Group, AA Secretariat and GRC.

7.1 Inception Report

An inception report offers the opportunity for the consultant to clarify the contract and the ToR after a desk study of provided documents and other sources. The inception report of the consultant should not be longer than 15 pages (excluding annexes). The consultant will give feedback to AA Training Core Group,AA Secretariat and GRC about the ToR and its feasibility. This is the point where the consultant, based on the information from the desk review, can clarify open questions and possibly change as well the content or direction of the consultancy. The inception report should be delivered before the TNA starts. It should contain:

- Feedback / Amendment of the ToR – suggestions for ToR amendments if necessary
- Status of the consultancy preparation (team, timetable, distribution of tasks, reporting)
- Study design: Chosen methods, approaches, steps for their implementation.
- Tools for their implementation (questionnaires, training agenda, report templates, etc.) as annexes
- Proposed detailed implementation plan

AA Training Core Group and AA Secretariat will review and provide comments on the report for incorporation into the final document. The report should be delivered in English.

7.2 Training Needs Assessment

The TNA will analyze the gaps between the current and needed knowledge and skills requirement to operationalize AA. Where possible, the assessment should also include the current capacities and opportunities of each organization to explore future cooperation in AA training manual roll-out. The annex to this report is the questionnaire, raw data of survey, list of respondents, photo documentation (if applicable), and others.

7.3 Training Manual and Modules

Making reference to the AA Training Manual developed by the Regional AA TWG, the consultant will incorporate changes into these materials by including the recommendations from the TNA, incorporating local case studies or good practices, changing the animation, adding pictures or videos to fit local context, update the data/figures, recommend participatory approaches in the facilitation of activities, and among others. The preliminary output will first be discussed with AA Training Core Group and AA Secretariat and will serve as basis for the preparation of the pilot training roll-out.

After the training roll-out, the consultant will submit the second draft of training manual and modules based on feedback received. This output will be presented to and reviewed by the AA Core Training Group, AA Secretariat and GRC, and the consultant will respond to the feedback and incorporate changes for its finalization.

The final version of AA training manual and module should be delivered in English and Bangla.

7.4 AA Training Roll-out and Report

The consultant and AA Core Training Group will facilitate the roll-out of the contextualized AA Training with targeted participants. Feedback from training participants will be collected to assess the effectiveness of approaches used and to seek recommendations for future implementation.

It is expected that the consultants will present a detailed structure for the training. BDRCS, DRC and GRC are responsible for the training preparation and all related logistics. The report should be delivered in English.

7.5 Consultancy Final Report

The final report from the consultant should summarize the process taken and offer actionable recommendations for the future roll-out of the AA training manual and module (including revision).

The report will be in English and have to be approved by Core AA Training Group, AA Secretariat and GRC. The final report should, as a minimum, include the following elements

- Introduction – with purpose of the consultancy, scope, and relevant framework conditions.
- Consultancy design, methodology and limitations
- Key findings with regard to the objective/s pointed out in the ToR
- Recommendations as expected in the ToR, which are relevant and feasible and targeted to the respective audience
- Annexes which include the module, manual and presentation to be used for the training in both English and Bangla.

8. COPYRIGHT

The delivery and its content will be copyright of BDRCS. For any redistribution or reproduction of part or all the content will need BDRCS's written permission.

9. CONSULTANT PROFILE

The task will be conducted by a consultancy firm with the following qualifications.
- The firm must have long-term experience and a track record in training curriculum/manual/ module/resources, IEC materials development, TNA, training management, evaluation related work
- Knowledge/information on local, regional and global AA activities, and experience of good collaboration with AA related stakeholders in Bangladesh
- Knowledge/experience in identifying and designing early action protocols, thresholds, guidelines, hazard and risk analysis, and adequate knowledge on hydrometeorological aspect for anticipatory actions
- The firm must have team members with strong professional background in innovation, DRR-

DRM, CCA, climate risk management and anticipatory humanitarian action
- Preferably with proven experience of working with the RCRC movement and UN/NGOs/INGOs, and sound knowledge of its guidelines relevant to this task
- Have a strong understanding of the local disaster and climate risks, especially monsoon/riverain and flash floods, tropical cyclone, heatwave, drought, cold wave, land slide, river erosion and
- Have strong analytical and report-writing skills and able to produce high-quality work under tight timeframes
- Be able to work collaboratively with stakeholders and partners and integrate feedback as required

10. PROPOSAL SUBMISSION GUIDELINES:

The technical proposal should consist of the following sections and the given page limit, along with at least 3 examples of relevant assignments they have directly completed/conducted.

Topic	Page Limit (max.)
Technical Proposal (Mark 70%)	
a. The technical approach offered demonstrates a high level of (40%): - Understanding of the overall task at hand (15%); - Suitability of methodology proposed to cover the scope and complexity of the task at hand with a sufficient level of detail to generate reliable results (15%); - Feasibility of timetable/ workplan given the envisaged timeframe (10%). b. The quality of the submitted work samples with regards to the suitability of the design and methodology applied to the task at hand (10%); c. The presentation demonstrates a high level of understanding, professionalism in presentation and engagement (20%)	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the study: Background, Objectives, Scope, etc. (Not just copy and paste from the ToR)	02 Pages
Proposed Methodology (desk review, tools, approaches, etc.)	04 Pages
Study plan/work schedule (gantt chart)	01 page
Experience in leading similar work (provide at least 3 examples of similar work, agency, and time of conduction) with 1 reference for each	01 page
Team composition along with its rationale (CV in annexes)	03 pages
Any other relevant information (if required only)	01 page
Financial Proposal (Mark 30%)	
- Detailed budget (including local travels/accommodations and excluding meeting/workshop costs) - Consultancy working days and fees (days should be mentioned for a key member of the team) - Any other expenditure (please mention nature of expenditure) - Please calculate 15% VAT and 10% Tax separately.	

- Total amount

Along with the technical and financial proposals, the following documents need to be submitted:
- A profile/CV of a maximum of 2 pages of all proposed members, highlighting related completed assignments with client names, contact persons, and contact numbers.
- Copies of NID, TIN, BIN, VAT Registration and Trade License, as applicable.

11. QUALITY ASSURANCE

11.1 Data Protection and Quality

To maintain the data quality and protection, the following actions must be taken:
- The consultant will be doing spot checking during the TNA round, and they will also check the validity of data collected every day, and the feedback will be provided as and when needed.
- The data needs to be preserved in both online and offline format and keep the relevant parties updated.
- The data will not be open to any public exposure from the consultant's side.
- The raw data of the findings needs to be shared with the relevant parties timely.

11.2 Review Quality and Ethical Standards

The consultant should take all reasonable steps to ensure that the consultancy is designed and conducted to respect and protect the rights and welfare of people and the communities of which they are members, and to ensure that the consultancy is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. There will be nothing in the assignment, which may be harmful for respondents regarding legal or medical grounds. None of the respondents would be forced to provide information for the assignment. The consultants will be highly committed to the respondent's right to privacy of their information and source of data as well as unbiased data collection. The consultant is required to share a clear strategy to ensure the safeguarding procedure. Therefore, the evaluator/s should adhere to the code of conduct of the IFRC.

12. PENALTY CLAUSE

Completing the services from the consultant's side after the agreed delivery schedule without any valid and well-determined reason (subject to BDRCS/EUNS/IFRC management approval), will be subject to a deduction for damages from the invoice of 0.5% per day up to maximum 7.5% of the total order value for a maximum period of 15 working days. Any fractional part of a day is to be considered a full day. If the supplier fails to complete the works, services and delivery of materials/items after 15 working days of the delayed delivery period without any valid and well documented reason (subject to BDRCS/EUNS/IFRC management approval), the contract will be void and null.