**Terms of Reference**

**Training on Recreational and Creative Therapy to Enhance Social Cohesion**



**Handicap International - Humanity & Inclusion**

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**Introduction**

Handicap International - Humanity & Inclusion (HI) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI promotes an inclusive approach by focusing on access to services “for all” whenever possible rather than developing specific actions for vulnerable groups including people with disabilities and the aim is to improving the capacity of vulnerable population including people with disabilities to meet their basic needs and to exercise their fundamental rights. HI started its operation in Bangladesh in 1997. HI Bangladesh currently runs programs with activities focused on rehabilitation, health, promoting disability rights, disaster risk reduction, economic development and/or livelihood and poverty reduction in both Rohingya Refugees and Bangladeshis.

In a bid to achieve its mission, HI is committed to promoting an environment of training, learning, and continuous professional development (CPD) for all employees to ensure that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and competent to carry out their roles, and to develop their talents in any ways that fit with the organization’s development to meet its strategic objectives. In line with this mandate, HI is looking for a competent firm or individual to provide training services for the mental health and psychosocial support staffs ( MHPSS technical staff, officers, Inclusive sports and recreation officers) in Recreation and Creative therapy***.***

**Rationale of the training**

Recreation and Creative therapy offers the ability to utilize creative activities to explore mental health difficulties among children and adults in a safe to improve their involvement in recreation, social cohesion and scale up their well-being to contribute their potential in their community.

Through this training our MHPSS staff will be able to know and learn different intervention techniques using the approach and will be able to support our beneficiaries in improving their individual and communal wellbeing through positive coping mechanism.

**Objectives of the Training**

* **To enhance the technical knowledge and skills of the MHPSS technical staff, MHPSS officers, and inclusive sports and recreation officers on *Creative and Recreational therapy for the vulnerable population affected by humanitarian crises*.**
* **To improve understanding of MHPSS approach in Community based mental health programs in humanitarian and development contexts.**
* **Develop capacity for providing group therapeutic interventions on the emotional regulation process for the affected population.**
* **Scale up the capacity of the MHPSS technical staff, officers, and Inclusive sports and recreation officers to provide MHPSS and Inclusive sports and recreational services using different intervention techniques best designed considering the need of the affected population.**
* **To review current practice and build staffs capacity on clinical supervision for the technical staff to provide quality supervision to the officers.**
* **To develop understanding and skills in catering to the needs and writing the report, case study, etc. of different target groups.**

**Broad areas to Cover:**

* **Orientation on MHPSS case assessment and ensure comprehensive care plan including mental health support and inclusion in recreational activities for their overall wellbeing.**
* **Common Psycho-social support modalities include creative and play therapy, early stimulation therapy for children, recreational therapy for adults, and basic Cognitive behavior therapy intervention techniques.**
* **Group therapeutic intervention process for different target groups including emotional processing groups, recreational groups, etc.**
* **MHPSS Case supervision process, different models of supervision, writing case study report, etc.**

**Expected Outputs from Training provider**

The individual/ firm should be able to provide the following-

* A detailed training curriculum clearly indicating step by step progress and areas covered in the training
* Assess learners’ ability to perform theoretical, practical knowledge and provide detail assessment reports.
* A lesson plan and assessment methodology.
* A detailed report on the training proceedings.
* An after-training Action Plan to help participants practice skills and knowledge gained and to improve their engagement with the community.
* Recognized competence Certificate for participants.
* Willing to extend support (free of cost) after the training;

**Training Participants:**

Around 25-30 participants (MHPSS Technical staff, MHPSS officers (including Kurigram projects), Inclusive sports and Recreation officers etc.)

**Training Timeline and expected duration:**

* The assignment should be completed by 31st July 2022.
* 5 days of face-to-face training sessions. Total 35 hours in Ukhiya and Teknaf each location (A total 70 Hours).
* 2 days on job training in Camp setting (Total 10 hours).
* Some report writing and other admin tasks can be added as per the need in the workplace.

**Timeline and training duration**

HI has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of HI. Bidders will propose in house extensive training plan as per the need but the training schedule is not less than of 5 days intensive training, 8 hours per day with 3 times break for lunch and snacks.

**Training Mode**

Physically presence at the venue, through-

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| * Lecture * Presentation and discussion * Hands on exercise/ Role play | * Group work * Assessment (Pre & Post) * Question and answer |

**Location**

Ukhiya and Teknaf in Coxbazar.

**Responsibility of cost**

* Venue, Food, accommodation and transport will be under responsibility for HI participants.
* For facilitator/consultant/consultancy firm the fees/remuneration, cost of accommodation, travel/transport must be carryout by own. Only food at the training venue during the session will be provided by HI.

**Training material:**

* The training materials, modules and handouts must be printed and soft copy to be shared to the participants.
* The materials development and delivery to the participants must be set of each individual and cost will be under consultant responsibility.
* HI management will review the materials after first sorting list of selection through the procurement process.

**Required Qualifications for individuals/ firm**

The consultant should have:

* Specific training certification on Recreation and Creative therapy, play therapy etc.
* Significant teaching and training experience (minimum 5 years) in providing training in universities or NGOs in the field of Psychology, art and play therapy, sport, and recreational therapy etc.
* Experience in proving technical support in different contexts including the Rohingya humanitarian crisis, Bangladesh development context, etc.
* Consultants are be able to offer customized content and programs that are tailor-fit to HI’s needs and objectives.
* Consultants must be able to provide qualified subject matter experts based on the stated specifications.
* Bidders must provide a list of key persons involved with respective work assignments during preparation and actual learning sessions such as project management team and moderators and the like, with their curriculum vitae.
* Good facilitation skills and able to accommodate the different view of participants, understanding, and experience.
* Bidders are willing to provide post-training support services in case the learners felt any challenge.

**Eligibility Requirements**

* Interested Individual/ Firm must submit their profile(s).
* Firm/ organization must submit the documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration and Bank Account Information).
* Technical proposal (maximum 10 pages) including the proposed methodologies and proposed schedule.
* Financial Proposal (all included) VAT & TAX as per Bangladesh Government applicable rules, field visits, and any other logistical cost (Training materials/module printing and any other relevant cost).

**Selection Criteria**

Purchase committee of HI will select most favorable trainer considering the below criteria:

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| Criterion | Maximum Number of Points |
| Relevant academic qualification (preferable Master’s degree in Community-based MHPSS)- | 20 Points |
| Previous/recent training experience in universities or NGOs in the field of Psychology, art and play therapy, sport, and recreational therapy. | 20 Points |
| Sample previous Training Module | 20 Points |
| Financial proposal | 30 Points |
| Detail Technical Proposal & Quality of work plan submitted | 10 Points |
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| Total | **100 Points** |

**Interviews**

HI may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interviews may be conducted in person or online. If conducted in person, interviews will likely be held at HI Country office. HI will not reimburse Proposers for any costs incurred in traveling to or from the interview location. HI will notify eligible Proposers regarding interview arrangements.

**Cancellation of Solicitation**

HI may cancel this solicitation for any or no reason. Bids may be rejected if HI determines that:

* The Bids received do not reflect effective competition;
* The cost is not reasonable;
* The cost exceeds the amount expected; or
* Awarding the contract is not in the best interest of HI.

**Terms of Payment**

* HI shall not accept any advance payment against this work.
* Payment will be made through Bank Transfer or AC Payee Cheque in favour of individual/ firm according to the given Bank Details within 15 (fifteen) days after successfully completion of the work along with the submission of Invoice and all other relevant documents.

**Submissions of Proposals**

The individuals/ firm should submit both its Technical and Financial Proposals clearly highlighting the key processes and key deliverables and CVs of the proposed trainer.

Interested and suitably qualified individuals/ firm can submit Proposal by e-mail to: [logistics@bangladesh.hi.org](mailto:logistics@bangladesh.hi.org). Email (with attachment) must not exceed 10MB with Ref: PSR BGD-2022-DHAK-0062.

**Submission deadline: June 01, 2022 (on or before 11.59 PM).**

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| **Submitted by**  Faruk Ahmed  Senior MEAL Officer  HI Bangladesh | **Reviewed by**  Smritee Ranjan Dhamai  Country MEAL Manager  HI Bangladesh | **Approved by**  Rajesh Chandra  Country Director  HI Bangladesh |