

# Swedish Red Cross

## Terms of Reference

### Consultancy to Conduct Team Communication and Dynamics Workshop for Swedish Red Cross Bangladesh Delegation of International Federation of Red Cross and Red Crescent Societies, Bangladesh

#### BACKGROUND

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The collaboration between the Swedish Red Cross (SweRC) and the Bangladesh Red Crescent Society (BDRCS) originated in the 1970s in response to the devastating cyclone in Bhola, Bangladesh, which resulted in a significant loss of life estimated between 500,000 to one million individuals. Since that critical juncture, the SweRC has consistently fostered its alliance with the BDRCS, primarily through sustained multilateral support. In the early 2000s, the SweRC expanded its engagement by participating in consortia with other Partner National Societies (PNSs) such as the British Red Cross and the German Red Cross. Subsequently, in 2014, the SweRC headquarters in Stockholm made the strategic decision to open office in Dhaka. By 2018, the first bilateral program between the two National Societies, known as the Integrated Resilience Program (2018-2021), was successfully launched. In 2022 Swedish Red Cross have developed a country strategy for Bangladesh.

#### OBJECTIVES OF THE ASSIGNMENT

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The objective of this assignment is to facilitate two days' workshop on team communication and dynamics for the Swedish Red Cross team in Bangladesh. The purpose of this workshop is to enhance team communication and cohesion within the Swedish Red Cross Bangladesh **team by leveraging personality insights from the True Colors personality test or any other relevant exercise**. This workshop aims to improve internal communication, reduce friction, and foster a collaborative environment for more effective teamwork and external stakeholder interactions.

The specific objectives to gain after the workshop are following:

By the end of the workshop, participants will:

1. Have a clear understanding of their own and their colleagues' personality types and communication preferences.
2. Be equipped with strategies to manage and resolve conflicts effectively.
3. Demonstrate improved teamwork and collaboration.
4. Develop actionable plans to sustain and enhance communication and teamwork in the workplace.

#### GEOGRAPHICAL LOCATION OF THE INTERVENTION AND TIME

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The consultancy/workshop may take place in Dhaka or outside depending on the suitable venue for this nature of program. These two days' workshop could take place in **late August or early September 2024**.

## DUTIES AND RESPONSIBILITIES

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### The Consultant will:

- Facilitate the two-day workshop.
- Share a detailed report after completing the workshop within seven working days after completion.

## PLACE WHERE SERVICES ARE TO BE DELIVERED

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- Swedish Red Cross Office, Boro Maghbazar, Dhaka.

## REQUIRES SKILLS AND EXPERIENCES

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### Education and experience:

- Bachelor's degree from a reputed University.
- Experience in conducting similar kind of workshop/consultancy with UN/INGO's

### Behavioral Competencies:

- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability.

## OTHER RELEVANT INFORMATION OR SPECIAL CONDITIONS, IF ANY

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### Mode of payment:

- Payment will be made upon receipt and approval of deliverables by the Swedish Red Cross. Please note that the payment is subject to the deduction of appropriate taxes. Deduction of VAT and Tax shall be applicable as per government rules. The fees will be paid by cheque/bank account transfer upon agreement with the Consultant.

## APPLICATION PROCESS

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Interested individual Consultant must submit a technical proposal with a **detailed agenda following the draft content shared with this advertised ToR**. Candidate must submit the following documents/information (2 separate PDF files) as per attached **"Request for Proposal"**

- Technical proposal with detail plan of workshop agenda for two days
- Financial proposal (following attached file named: REP\_Consultant-VAT and Tax)

## EVALUATION/SELECTION PROCESS

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All applicants will be screened against the technical proposal and agenda they shared, and qualifications and competencies set out above. Candidates fully meeting the requirements will be further evaluated based on criteria below.

- CV review, educational qualifications as defined in the ToR.
- Proven experience in conducting similar kind of workshop with UN and reputed INGOs.
- The technical proposal and agenda will be critically evaluated.
- Appropriate quoted of costing will also evaluate critically.

## SUBMISSION PROCESS

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- Please submit your proposal application in English no later than **20 July 2024** to [Majid.Khan@redcross.se](mailto:Majid.Khan@redcross.se) and mention **"Assignment-Workshop on Team Communication and Dynamics for Swedish Red Cross"** in the email subject line. Applications received after the deadline or incomplete applications will not be entertained. Swedish Red Cross reserves the right to accept or reject the offer in part or whole without assigning any reason.

## Tentative Agenda

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### DAY ONE:

- Introduction and Icebreaker
- Presentation on team dynamics and the importance of effective
- True Colors Personality Test (could be other popular exercise for personality test)
- Explain the types of personality
- Open discussion on individual color/personality type
- Discussion on how different personality type influence communication styles and work preferences.
- Team building exercise: focus on diverse personality
- Exercise on changing communication style based on personality type
- Exercise on problem-solving and collaboration
- Trust building exercise

### DAY TWO:

- Recap day one
- Importance on considering personality while communicate with team members
- Importance of professional communication
- Key considerations for professional behaviour.
- Conflict Resolution Strategies
- Exploration of effective strategies for communicating with external stakeholders (partners, donors, beneficiaries).
- Discussion on the importance of clear, respectful communication in humanitarian work.
- Break into small groups to develop action plans for improved team communication, considering personality insights.
- Identification of specific areas for improvement and strategies to implement.
- Closing