

Terms of Reference (ToR)

for

Consultant hiring for staff capacity building training on five selected modules

Date: 15 Jan 2026

1. Background:

SDS (Shariatpur Development Society) is a Bangladesh-based non-governmental organization (NGO) founded in 1991. Over the past three decades, SDS has played a significant role in addressing socio-economic challenges and advancing development in rural and marginalized communities across Shariatpur and other 12 districts in Bangladesh. Along with other our primary focus has been disaster risk management, climate resilience, livelihood enhancement and women's empowerment in changing climate in Bangladesh.

SDS (Shariatpur Development Society) is implementing Climate-Induced Non-Economic Loss and Damage (NELD) project to strengthen organizational and community capacities to address the non-material impacts of climate change supported by Climate Justice Resilience Fund (CJRF). As part of this initiative SDS planned to design a structured staff capacity-building training package consisting of five interconnected modules over a total of ten training days. The training package integrates theory, practice and field-based application with a strong emphasis on organizational capacity development. For that SDS intends to hire a qualified consultant to facilitate these trainings in line with the co-developed modules and agreed approach.

2. Objective of the consultancy

The overall objective of this consultancy is to design and facilitate a comprehensive capacity-building training package to strengthen SDS staff knowledge and practical skills to design and deliver gender and intersectionality sensitive programs.

Specific objectives are –

Theme/Topic	Specific objectives
Climate-Induced Non-Economic Losses and Damages (NELD)	1. To strengthen participants understanding of climate-induced Non-Economic Losses and Damages (NELD) by enabling them to identify and analyze losses related to culture, identity, dignity, social cohesion and mental wellbeing to integrate NELD considerations into climate resilience and adaptation initiatives.
Gender and Intersectionality in Climate Action	2. To enhance participants capacity to apply gender and intersectionality in climate action by increasing their ability to assess differentiated climate impacts on women, men, youth, persons with disabilities, indigenous peoples and other marginalized groups to design inclusive and equitable climate interventions.
Evidence-Based Advocacy on gender and intersectionality.	3. To equip participants with skills for evidence-based advocacy on gender and intersectionality by enabling them to collect, analyze and use gender and intersectionality disaggregated data, lived experiences and community evidence to influence policies, programs and decision-making processes.
Tailored Training on Documentation	4. To build participants competencies in ethical and effective documentation by strengthening their skills in data collection, case study development, storytelling and reporting on climate impacts, gendered vulnerabilities and community level experiences for learning purposes.
Mental Health and Psychosocial Counselling & Referral Mechanism	5. To improve participants ability to address climate-related mental health and psychosocial needs by developing their skills in basic psychosocial support, psychological first aid and referral mechanisms, ensuring survivor-centered and ethically grounded support for climate-affected populations.

3. Training Schedule

Training Agenda	Schedule
1. Climate-Induced Non-Economic Losses and Damages (NELD)	2 Days
2. Gender and Intersectionality in Climate Action	2 Days
3. Evidence-Based Advocacy on gender and intersectionality.	2 Days
4. Tailored Training on Documentation	2 Days
5. Mental Health and Psychosocial Counselling & Referral Mechanism	2 Days
Total	10 days

4. Scope of Work

The consultant will be responsible for the following tasks:

- Review project and secondary literature.
- Sit with project team for designing the training modules and ensure feedback are incorporated.
- Adapt and contextualize training modules to SDS's operational context, incorporating insights from CJRF mentorship on gender and intersectionality.
- Training module design with 5 selected topic section in word document.
- Develop detailed session plans, participatory exercises, case studies, and field-based assignments for each module.
- PPT presentation on each selected training topic.
- Training Facilitation
- Facilitate five interconnected two-days training modules for 20–25 SDS staff.
- Training venue is in SDS head office.

5. Deliverables

The consultant is expected to deliver:

- One training module/curriculum with five modules and their session plan.
- Five successfully facilitated two-day training modules (10 days total)
- Pre- and post-training assessment summaries
- Final facilitation report

6. Duration and Level of Effort

- The consultancy will cover approximately 10 training days in person at the SDS training venue.
- Another 10 days for training preparation and training module development.

7. Cost calculation

Particulars	Budget	Vat and Tax
Training Venue	Born by the organization	Included
Meals & Refreshments	Born by the organization	Included
Training Materials/tools	Born by the organization	Included
Facilitators/Trainers fee	BDT 200000.00	Included
Modules prints	Born by the organization	Included
Other Logistics	Born by the organization	Included

8. Consultant Qualifications

The consultant should have:

- Master's in social science, women and gender studies, disaster management or related fields.
- Strong professional background in climate change, social development, gender and intersectionality or related programs.

- Demonstrated expertise in non-economic loss and damage (NELD) or climate justice programming.
- Strong experience in gender and intersectionality analysis.
- Proven skills in participatory training facilitation, documentation, and storytelling.
- Experience in evidence-based advocacy and media engagement.
- Familiarity with psychosocial support and referral mechanisms is an advantage.

9. Reporting and Coordination

- The consultant will report to the SDS Project Lead and work closely with the SDS program team.
- Regular coordination meetings will be held to review progress and ensure alignment with project objectives.

10. Payment Terms

Payment will be made upon satisfactory completion of deliverables:

- 20% upon approval of training design and materials.
- 40% upon successful facilitation of the training.
- 40% upon submission and approval of the final training report

11. Application Process

Interested consultants are invited to submit:

- A brief technical proposal outlining approach and methodology
- Financial proposal on fees, local transportation and communication cost.
- Curriculum vitae (CV) of the consultant.
- Terms and Conditions (if any).

12. Ethical consideration

- The training design and implementation will strictly adhere to SDS Gender Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy and Child Safeguarding Policy ensuring a safe, inclusive and survivor-centered learning environment for all participants.
- All data, information, case studies, and documentation generated through the training will be handled in compliance with the SDS Data Protection Policy ensuring confidentiality, informed consent, secure storage and ethical use of personal and sensitive information.
- SDS reserves all rights to use, adapt, modify, reproduce and further develop all training materials, documentation, learning products, and outputs produced under this initiative for future programming, advocacy, capacity development, and knowledge-sharing purposes.

13. Submission

Interested applicants are requested to submit their technical and financial proposals to recruitmentsdsbd@gmail.com on or before 24 January 2026.