

**Terms of Reference  
for  
Hiring a consultant to Develop Teachers' Training Manual for National Academy for Educational  
Management (NAEM)**

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**Background**

PROYASH II is a five-year urban risk reduction project of Save the Children Bangladesh. The objective of the project is to enhance capacities of women, children, and relevant government institutions to contribute to urban resilience. PROYASH II project will work to increase capacity of community-based disaster management committees, women, children, youth, and other community members.

SC Bangladesh has been working to integrate school safety management into policy, assessment, planning, programme of Education sector. To mainstream school safety management, capacity building is required for education officials and teachers. Hence, through this project, emphasis will be given to influence the national education authorities to find ways to integrate disaster risk reduction and climate change (DRR-CCA) into the education sector of Bangladesh. SC will work with National Academy for Educational Management (NAEM) to incorporate DRR-CCA into their existing teachers training programme. NAEM is the national education authority responsible for secondary and higher secondary level teachers and education officers' capacity development in Bangladesh. An external consultant will be hired to review NAEM's existing teachers' training content and develop necessary training content to integrate comprehensive DRR-CCA in the training course. A comprehensive Training of Trainers (TOT) will be arranged for NAEM officials. A technical committee will be formed consisting of representatives from NAEM and SC which will closely work with the external consultant and provide necessary guidance.

**Objective:** In collaboration with NAEM, Save the Children will support to review NAEM's current teachers' training content and develop relevant learning manual on DRR-CCA and conduct a Training of Trainers for NAEM officials to ensure comprehensive orientation for teachers in future training programme of NAEM so that on DRR-CCA, quality education and education in emergency are mainstreamed in the national educational system.

**Scope of Work and Key Deliverables**

The consultant will:

- Collect and review NAEM's existing teachers' training syllabus and content for review;
- Collect and review DRR-CCA training materials from relevant GO/NGOs;
- Based on the review, develop comprehensive DRR-CCA learning content for NAEM's teachers' training programme.
- Ensure that the language of the learning document is inclusive, child and gender sensitive and consider the need of other excluded groups (persons with disability, elderly).
- Maintain close coordination with the focal persons from Save the Children and NAEM throughout the assignment and work as per guidance from the joint technical committee consisting of SC and NAEM officials.
- Develop and share draft of training materials (presentation, content for training manual) with the technical committee for primary reviews.
- Facilitate meetings with the technical committee for sharing and finalizing the draft materials.
- Finalize the training materials incorporating feedback from the technical committee.
- Facilitate a Training of Trainers (TOT) for NAEM officials for rolling out the DRR-CCA training contents. Engage relevant national level technical experts and academicians on DRR-CCA to co-facilitate in the TOT.

- Submit final version of the training materials (presentation, print ready copy of final training manual) in soft copy.

### **Expected Competencies of Consultant:**

The consultant should have:

- Experience of completing similar assignments.
- Sound understanding of DRR-CCA and resilience perspectives of Bangladesh.
- Experience of collaboration with national stakeholders.

### **Proposal Submission Checklist**

The consultant will submit a detailed proposal for the assignment reflecting the methodology, tools, and plan in detail. The proposal should be divided into two parts i.e., a) technical and b) financial.

#### **The Technical Proposal:**

- A detailed technical proposal not more than 10 pages.
- Curriculum Vitae(s) of proposed staff outlining relevant education, expertise and experience.
- Clear reference to child protection and gender equality experience should be made where applicable (not more than one page each).
- A financial proposal with a detailed breakdown of costs for the assignment.
- A proposed timeframe detailing activities and a schedule/work plan (including a Gantt-chart), in line with time duration mentioned in this TOR.
- Profile of Lead Consultant (maximum 4 page). Individuals with relevant experience are encouraged to apply rather than consultancy firms.
- Details of co-facilitators (national level experts and academicians from DU, BUET etc.) for conducting a TOT for NAEM officials.

#### **The Financial Proposal:**

A financial proposal with a detailed breakdown of costs for the assignment will be submitted along with the application. The financial proposal must include Tax and VAT as per Bangladesh Govt. rule.

#### **Ethical Consideration:**

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.

#### **Disclaimer:**

Save the Children Bangladesh reserves, the right to accept or reject any or all Proposals/applications without assigning any reason whatsoever.

Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address: [prosanta.roy@savethechildren.org](mailto:prosanta.roy@savethechildren.org). Application closing date: **May 31, 2022**.

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