



**Terms of Reference**  
**For Hiring Individual Consultant to Contextualize and Translate the**  
**Protection Gender Inclusion (PGI) training curriculum for different stakeholders of Bangladesh**  
**Red Crescent Society**

**BACKGROUND**

The Bangladesh Red Crescent Society (BDRCS) is an auxiliary organization to the Government of Bangladesh that aims to alleviate human suffering, promote community resilience, and enhance social cohesion. BDRCS was constituted on 31 March 1973 by the President's Order No.26 of 1973 with retrospective effect from the 16th of December 1971. The Society was recognized by the International Committee of the Red Cross (ICRC) on 20 September 1973 and admitted to the International Federation of Red Cross and Red Crescent Societies (IFRC) on 02 November 1973. The Swedish Red Cross (SweRC) collaboration with the BDRCS goes back to the early 1970s. From the 1970s, the SweRC has continuously maintained its partnership with the BDRCS, mainly through multilateral support.

Since May 2022, ECHO funded Pilot Programmatic Partnership Project (PPP) interventions in Bangladesh have been carried out under three pillars of the Pilot Programmatic Partnership and initially planned to be carried out for three years.

Considering the overall situation and humanitarian needs in the country as well as the role, capacity, and scope of BDRCS and partners, the Pilot Programmatic Partnership (PPP) project covers three pillars Disaster Risk Management (DRM) (technical support from German Red Cross), Epidemic and Pandemic Preparedness and Response (EPPR) (technical support from Danish Red Cross), and Risk Communication, Community Engagement & Accountability (CEA) (Technical support from Swedish Red Cross).

BDRCS is dedicated to advancing its Community Engagement and Accountability (CEA) and Protection Gender Inclusion (PGI) initiatives. In alignment with this commitment, there is a pressing need to standardize and contextualize the current PGI training curriculum for diverse stakeholders. The primary objective of this assignment is to assist BDRCS in standardizing and contextualizing the "Protection Gender Inclusion (PGI)" training curriculum tailored for various stakeholders. In undertaking this task, the Swedish Red Cross seeks to enlist the services of a competent, well-qualified, and experienced consultant.

The consultant's role involves a comprehensive review of PGI thematic training modules, PGI training resources, BDRCS Child Protection policy, BDRCS Gender Policy, BDRCS PSEA Policy, Minimum Standards of PGI in Emergencies, PGI toolkit, and other pertinent documents. The aim is to refine and customize the PGI training curriculum for different stakeholders within BDRCS, as part of the broader national society development and translate the training content in Bengali.

By engaging in this process, the consultant will contribute to the enhancement of BDRCS's overall CEA and PGI initiatives. This initiative is crucial for fostering a more inclusive and protective environment, aligning with the goals of the Swedish Red Cross and supporting the continued development of the national society.

**OBJECTIVES OF THE ASSIGNMENT**

The consultant is expected to undertake the following duties:

**General Objective:**

The overall objective of this assignment is to contextualize the PGI training content for Bangladesh Red Crescent Society following IFRC standard PGI training package and translate it in Bengali to suit the diverse needs and contexts of different stakeholders within BDRCS.

**Specific Objective:**

- The consultant will prepare and contextualize training packages for different levels of staff and volunteers considering Bangladesh context (geography, culture, economy etc.) following existing RCRC PGI training contents.
- The consultant will translate the training content in Bangla including group works, pre-test, post-test for RCY and volunteers.

- Prepare a Facilitator notes (Bangla and English) also as a guide to facilitate PGI training.
- The training package will align with IFRC and BDRCS standards and use examples from local context.

## SCOPE OF WORK

The consultant will be responsible for:

- Reviewing the current protection gender inclusion training curriculum of BDRCS and IFRC.
- Conducting a needs assessment to identify specific requirements of different stakeholders.
- Developing a standardized training curriculum that is adaptable to various contexts within Bangladesh.
- Integrating international and local best practices and standards into the curriculum.
- Conducting consultations with key stakeholders to gather input and feedback.
- Producing a comprehensive report outlining the revisions made and justifying the changes.

## GEOGRAPHICAL LOCATION OF THE INTERVENTION

The consultancy will take place in Dhaka.

## DUTIES AND RESPONSIBILITIES

**The Consultant will be sharing below deliverables:**

- Inception report
- Final developed standardize and contextualized training curriculum
- Prepare power point presentations for the trainings as per the training curriculum and translated version with relevant pictures, data, graphic.
- Pre-test, Post-tests, evaluations as per the training curriculum.

## DURATION AND WORKING SCHEDULE

The Consultancy will take place between 14 April 2024- 25 May 2024.

## REQUIRES SKILLS AND EXPERIENCES

**Academic Qualifications:** An experienced professional with at least a master's degree in a relevant field in social science, Education and Research etc.

**Years of experience:** At least 7 years of professional experience in training curriculum development. Preference will be given to those with prior work experience in developing training materials and work experience in the protection, gender and inclusion sector.

**Competencies:**

- Good facilitation skills, and excellent writing and speaking skills in English and Bengali.
- Ability to use common word processing software and use of modern communication applications.
- Writing, presenting. Able to work in a multi-cultural team environment.
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability.

## APPLICATION PROCESS

Interested individual Consultant must submit the following documents/information (2 separate PDF files) as per attached "**Request for Proposal**"

- Technical proposal with detail plan (including resume/s with contact details of references, five sample productions, copies of POs/work contracts)
- Financial proposal (following attached file named: REP Consultant- PGI training curriculum)

## EVALUATION/SELECTION PROCESS

All applicants will be screened against the plan and qualifications and competencies set above. Candidates fully meeting the requirements will be further evaluated based on criteria below.

- CV review, educational qualifications as defined in the ToR. Highest relevant degree will get highest score (20)
- Proven experience of least 3 examples of previous works should be demonstrated (20)
  - 1-2 POs/Contracts of any organization will get 5 points.
  - 3-4 POs/Contracts of any organization will get 10 points.
  - 5-6 POs/Contracts of any organization will get 15 points.
  - Above 6 POs/Contracts of any organization will get 20 points.
- Lead time will be evaluated inverse proportion method, which means the lowest budget will get the highest score (20).
- The technical proposal with detailed methodology and plan will be critically evaluated; the highest score is 40. Understanding of local context and Community engagement and Accountability 10 points, Methodology 20

points. It will also depend on the relevant, appropriate quoted costing.

**Please note** that the Swedish RC will not provide any transportation, food, or accommodation support.

### **Mode of Payment**

Payment will be made upon receipt and approval of deliverables by the BDRCS & 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.

### **SUBMISSION PROCESS**

Please submit your proposal application in English no later than to **28 March 2024** to [Majid.Khan@redcross.se](mailto:Majid.Khan@redcross.se) and mention **“Proposal for Contextualize and Translate Protection Gender and Inclusion Training Curriculum for BDRCS”** 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.

Internal

