



# Bangladesh Red Crescent Society

## National Headquarter

684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

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## TERMS OF REFERENCE

### Lead Facilitator: Development of a Heat Action Plan for Dhaka South City Corporation (DSCC)

<b>Contracting Organization</b>	Bangladesh Red Crescent Society (BDRCS)
<b>Technical Partners</b>	American Red Cross (AmRC) & International Federation of Red Cross and Red Crescent Societies (IFRC)
<b>Beneficiary Institution</b>	Dhaka South City Corporation (DSCC)
<b>Assignment Type</b>	Individual Consultancy — Lead Facilitator
<b>Duration</b>	06 Months from contract signing
<b>Location</b>	Dhaka, Bangladesh (with field visits as required)
<b>Reporting Manager</b>	Programme Manager, BDRCS

## 1. BACKGROUND AND CONTEXT

Dhaka South City Corporation (DSCC) has developed a Climate Action Plan (CAP) to address the multifaceted impacts of climate change and strengthen the long-term resilience of the city. Among the most pressing climate risks facing Dhaka is the increasing frequency and intensity of heatwaves, which impose severe health burdens on urban residents — particularly the elderly, outdoor workers, and low-income communities with limited access to cooling.

A dedicated and operationally grounded Heat Action Plan (HAP) will equip DSCC with clear, evidence-based protocols for reducing heat-related health risks, coordinating an inter-agency early warning and response system, and improving the overall livability of the city during extreme heat events.

As an auxiliary to the Government of Bangladesh, the Bangladesh Red Crescent Society (BDRCS) supports a wide range of humanitarian and development initiatives aligned with national priorities. With financial and technical assistance from the American Red Cross (AmRC) and the International Federation of Red Cross and Red Crescent Societies (IFRC), BDRCS will support DSCC in developing a participatory, evidence-based, and actionable HAP.

To deliver this, BDRCS is seeking a qualified individual consultant to serve as Lead Facilitator for the HAP development process. The Lead Facilitator will coordinate the full lifecycle of the plan — from document review and stakeholder consultation through to the finalization and institutional handover of the HAP.



## 2. OBJECTIVES OF THE ASSIGNMENT

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The Lead Facilitator will be responsible for achieving the following objectives:

- Work closely with the BDRCS Manager and in collaboration with IFRC and American Red Cross (AmRC) Country Delegation to plan and implement the process for the HAP.
- In consultation with BDRCS Manager, and supported by IFRC and AmRC Country Delegations, facilitate inclusive, multi-stakeholder consultation processes — including government departments, technical agencies, civil society, academia, and communities — to capture diverse perspectives and recommendations for the HAP.
- Coordinate with the Red Cross Red Crescent Climate Centre for technical input and guidance throughout the process.
- Review existing policies, plans, strategies, and research studies to generate an evidence base informing the DSCC HAP.
- Where required, conduct Key Informant Interviews and Focused Group Discussions contributing to the heat risk assessment and heat action plan development.
- Quantitative and qualitative data collection, analysis and visualization
- Undertaking GIS based heat hotspots mapping
- Lead in documenting the HRA and HAP document and to share with BDRCS and city level stakeholders.
- Support DSCC in formulating an inclusive, affordable, and operationally actionable Heat Action Plan that can be adopted as an official instrument of city governance.

## 3. SCOPE OF WORK

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The assignment's scope includes the following activities:

### a) Desktop research and Literature Review (Mandatory)

- Conduct a comprehensive review of all available secondary information, including academic literature and reports on urban heat. This should encompass city-level climate and heat risk assessment reports from sources such as the government, the National Society, UNDRR, the World Bank, and others. Additionally, review existing plans, policies, strategies, research studies, and datasets that are relevant to urban heat, climate adaptation, and public health in Dhaka and Bangladesh.
- Review of compounding risks — factors such as air pollution, poverty, inadequate housing, and chronic illness that either exacerbate heat exposure or are worsened by it.
- Compile the insights in the HAP and prepare an annotated reference list to serve as the evidentiary foundation for the HAP.

### b) Stakeholder Mapping and Engagement Planning

- Support BDRCS in conducting comprehensive stakeholder mapping exercise identifying all relevant actors across government (DSCC, BMD, DGHS, ICDDR, relevant ministries), non-governmental organisations, civil society organisations, academic and research institutions, community groups, BDRCS, AmRC, and IFRC.
- Develop a structured stakeholder engagement plan, including outreach strategy, interview guides, and workshop facilitation frameworks.

### c) Climate & Heat Data Analysis (Mandatory)

- Analyze at least 30 years of historical weather and humidity data for the city. Calculate the Heat Index (or equivalent index such as Wet-Bulb Globe Temperature), identify trend lines and anomalies, and produce a max/min temperature difference analysis and monthly average distribution over time. This analysis should highlight acceleration trends that may require updated thresholds.

#### **d) Primary Data Collection (Mandatory)**

- Conduct in-depth individual interviews and **focus group discussions** with key informants across all relevant sectors that will complement and substantiate information gained through primary and secondary methods.
- support in facilitation at minimum three multi-stakeholder consultation workshops (write-shops) to collaboratively synthesise findings and generate recommendations for the HAP.

#### **e) Data analysis and GIS mapping (Mandatory)**

- Collect, analyze and visualise socio-economic data, remote sensing and satellite imagery.
- Map heat hotspot for Dhaka based on three main components: exposure, vulnerability and adaptive capacity.
- Where required collect, analyse and visualize other quantitative and qualitative data, such as health data.

#### **f) Determining the heatwave definition and the heat threshold (Preferable):**

- Collect daily temperature data for at-least past 30 years from the nearest observation station for Dhaka South city.
- Conduct desk research to find any heat threshold figures that have already been established by your national or provincial government.
- Analyse the data based on the defined heatwave definition or criteria set by the BMD and developing the heatwave criteria tailored to the local context of Dhaka South aligning it with the definition or criteria set by BMD.

#### **g) Desktop Review of Existing City HAPs (Mandatory)**

- Review the existing Heat Action Plans from cities with similar development levels, climate contexts, city sizes, and cultural backgrounds, such as Ahmedabad, Churu, Freetown, Dhangadhi, Athens, Neplagunj, Narayanganj, Bangkok, Greater Sydney and Nairobi.  
From each of the HAPs, investigate and identify the following aspects.
  - Governance models, especially heat risks
  - Vulnerability
  - Heat Actions: before, during and after heat, early warning mechanism, communication system
  - Coordination mechanism among stakeholders
  - Key learnings, and what worked or did not work.
- Compile all the heat actions suggested in the heat perception study, as well as those identified during the initial desk research. Categorise these heat actions into four groups:
  - Preparedness and early actions
  - Response
  - Long-term adaptation
  - Mitigation measures

#### **h) Drafting of the Heat Action Plan (Mandatory)**

- Gather all the information and insights from the analysis of the various processes, including exercises, workshop inputs, and research. Use this information to draft a detailed, actionable plan and framework to reduce heat impacts on vulnerable communities in Dhaka South city  
The HAP should include (but not limited to) the following key elements:
- Background: contexts, rationale for developing the HAP
- Purposes and specific objectives
- Heat risk in the targeted city: climate trend and projection, vulnerability profile, heat hotspots.
- Contextualising the Heatwave definition and threshold
- Institutional framework
- Communication framework
- Preparedness actions

- Response measures
- Mitigation and long-term urban planning measures
- Resource requirements and funding plan;
- Monitoring and evaluation framework.
- Circulate the draft to all workshop participants for review and written feedback.

#### i) Validation and Finalisation

- Facilitate a dedicated validation workshop with DSCC and key stakeholders to review and refine the Draft HAP.
- Incorporate all validated feedback and produce the final HAP, ready for official adoption by DSCC.

## 4. DELIVERABLES

The Lead Facilitator shall submit the following deliverables to BDRCS within the timelines indicated below (Gantt Chart – detailing the plan):

Sl.No.	Deliverable	Timeline	
1	Compilation of Desk Research (scope of work: activity-a)	01 Month	
2	Heat Hotspot Mapping		
3	Compilation of Primary Data Collection	03 to 04 Months	
4	Draft report on Heat Risk, Exposure, and Vulnerability Analysis		
5	Draft Heat Action Plan (HAP)	05 to 06 Months	Evidence-based draft HAP incorporating stakeholder inputs

*All documents must be submitted in English, in both editable (MS Word) and PDF formats. Deliverables will be reviewed and approved by BDRCS in coordination with DSCC and AmRC/IFRC prior to final acceptance. The Final Draft of the HAP should be in Bengali and English (both) languages.*

## 5. DURATION AND REPORTING ARRANGEMENTS

**Contract Duration:** 06 Months from the date of contract signing.

**Supervisor:** The Lead Facilitator will report to the designated BDRCS Programme Manager responsible for the HAP initiative.

**Coordination:** The Lead Facilitator is expected to maintain close coordination with DSCC counterparts, BDRCS, AmRC, RCRC Climate Center and IFRC technical advisors throughout the assignment.

**Progress Reporting:** Brief written progress updates must be submitted to BDRCS fortnightly, in addition to the formal deliverables outlined in Section 4.

## 6. REQUIRED QUALIFICATIONS AND EXPERIENCE

### Education

- Master's degree in Urban Planning, Environmental Science, Disaster Risk Management, Climate Change Adaptation, Public Health, Development Studies, or a closely related discipline.



## Professional Experience

- Minimum of 03-05 years of relevant professional experience, including demonstrated leadership of research, policy analysis, and/or action plan development in the areas of disaster risk reduction, climate change adaptation, or urban resilience.
- Proven track record in designing and facilitating multi-stakeholder consultation processes, workshops, and participatory planning exercises.
- Prior experience working with or for city corporations, government agencies, or Red Cross/Red Crescent societies in Bangladesh or comparable contexts will be considered a strong advantage.

## Technical Skills

- Strong knowledge on GIS mapping, data analysis, visualization.
- Strong analytical skills with the ability to synthesize complex evidence into accessible, policy-oriented documents.
- Excellent facilitation, communication, and interpersonal skills.
- Proficiency in written and spoken English; proficiency in Bangla is highly desirable.

## 7. APPLICATION PROCESS

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Interested and eligible individuals are invited to submit a complete application package comprising the following:

- Technical Proposal (maximum 8 pages) detailing the applicant's understanding of the assignment, proposed methodology and facilitation approach, workplan, and tools to be used.
- Financial Proposal with a detailed budget breakdown, including daily/lump-sum professional fees and any anticipated costs.
- Updated Curriculum Vitae (CV) clearly demonstrating relevant education and professional experience.
- At least two samples of relevant prior work (e.g., action plans, consultation reports, research studies) demonstrating comparable assignments.
- Contact details of two professional referees who may be approached for verification.

## 8. EVALUATION CRITERIA

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Applications will be assessed on a combined technical and financial basis using the following criteria:

- **Technical Proposal Quality (40%):** Based on the Scope of Work, the consultant needs to submit a Cover Letter and technical proposal.
- **Qualifications and Experience (40%):** Alignment of education and experience with the requirements of this ToR; quality of work samples.
- **Financial Proposal (20%):** Value for money, transparency, and reasonableness of proposed budget.

## 9. ETHICAL AND CONTRACTUAL OBLIGATIONS

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- The Lead Facilitator shall adhere to BDRCS's Code of Conduct, the Humanitarian Accountability Framework, and applicable Red Cross/Red Crescent principles throughout the assignment.
- All data, documents, and intellectual outputs produced under this assignment shall remain the property of BDRCS and DSCC.
- The Lead Facilitator must disclose any actual or potential conflicts of interest prior to contract signing.
- BDRCS reserves the right to terminate the contract in the event of non-performance, misconduct, or material breach of contractual obligations.
- Contract will be terminated, if any results or contents are detected using AI generated tools. Plagiarism will result in permanent Bann from BDRCS.
- The consultant needs to be present or work from home/office based upon consent from Reporting Manager in office following BDRCS's working days/modalities.

## 10. SUBMISSION DETAILS

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Completed application packages should be submitted to:

**Director**

**Logistics Department**

Bangladesh Red Crescent Society

National Headquarters

684-686, Bara Moghbazar,

Red Crescent Sarak,

Dhaka 1217.

- **Prebid Meeting:** A pre-bid meeting for the contractors will be held at **11:00 AM** on **11 June 2026** in the Logistics Meeting Room, BDRCS, NHQ, Dhaka.
- **Submission Date & Time:** Please download the ToR form the BDjobs and submit with necessary options, seal, sign and date below every page hard copy in the **Tender Box** at Logistics Department of BDRCS, NHQ, Dhaka latest by **03:00 pm on 18 June 2026** marking on top of envelop- **“Lead Facilitator: Development of a Heat Action Plan for Dhaka City Corporation (DSCC)”**.

*BDRCS is an equal opportunity organization and encourages applications from qualified individuals regardless of gender, age, ethnicity, or disability status.*



**Secretary General**

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