

TERMS OF REFERENCE

Consultant cum Trainer - Investigative Methods & Advocacy for Local Media Reports *Samaan Aawaaj (“Equal Voice”) Project*

The Christian Commission for Development in Bangladesh (CCDB) invites applications from qualified individuals for the assignment summarized below and detailed in the following sections.

Assignment at a glance

Project title	Samaan Aawaaj (“Equal Voice”)
Donor	Global Affairs Canada
Lead agency	Coady International Institute, St. Francis Xavier University (Canada)
Implementing organization (Bangladesh)	Christian Commission for Development in Bangladesh (CCDB)
Working area	Dhaka & Dinajpur
Assignment title	Consultant cum Trainer - Investigative Methods & Advocacy for Local Media Reports
Assignment focus	Training local media in investigative methods for accountability, and linking their reporting to advocacy and accountability efforts
Type of engagement	Individual consultancy 2 Person
Contract period	November, 2026 to September, 2027
Reports to	Project Coordinator, Samaan Aawaaj (in coordination with the Sr. Monitoring and Research Officer)
Application deadline	22 October 2026

1. Background and context

Samaan Aawaaj (“Equal Voice”) is a 2025-2028 initiative funded by Global Affairs Canada and led by the Coady International Institute at St. Francis Xavier University, working in Bangladesh and Nepal with learning links across the Indo-Pacific region. In Bangladesh, the project is implemented by the Christian Commission for Development in Bangladesh (CCDB), a national development organization, in Dinajpur District covering seven Unions and one Municipality in Fulbari upazila and seven Unions in Nawabganj upazila. Its ultimate aim is improved equality and enjoyment of human rights by grassroots, Dalit, Indigenous and religious minority women and girls living in the poorest and most marginalized conditions.

The project works through a feminist approach grounded in feminist leadership, feminist advocacy and citizen-led accountability, and applies an intersectional gender-equality and social-inclusion lens across its design, delivery and monitoring. It seeks to increase the meaningful participation of marginalized women in local governance and to strengthen transparency and accountability in gender-responsive public planning and service delivery.

As part of its work to strengthen accountability, the project engages local media as key actors for inclusive governance. It trains local media including journalists, editors and media owners in investigative methods for accountability, so they can investigate and report on governance and service-delivery concerns, seek accountability from duty bearers, and amplify the stories and priorities of Indigenous, Dalit and religious-minority women. This work has two connected

parts: training local media in investigative methods, and linking their reporting to advocacy and accountability efforts.

2. Rationale for the assignment

CCDB seeks to engage two individual Consultant cum Trainer with combined expertise in investigative journalism and gender to design and deliver this component. The assignment requires a specialist who can (a) develop context-relevant, feminist and adult-learning-based training modules and supporting materials in Bangla; (b) build the practical investigative and accountability-reporting capacity of local media practitioners; and (c) support participants to translate their learning into published, accountability-oriented reporting linked to the project's advocacy efforts. Because the training addresses sensitive subject matter and is delivered to local media who shape public narratives, the Consultant must model and instill gender-sensitive, inclusive and ethically sound reporting practice throughout.

3. Objective of the assignment

Overall objective: To strengthen the capacity of local media in Dhaka & Dinajpur upazilas to apply investigative methods that promote transparency, accountability and gender-responsive governance, and to link their reporting to the project's advocacy and accountability efforts.

Specific objectives:

- ✓ Design a participatory, gender-transformative training curriculum and module package on investigative methods for accountability, tailored to the local media context and the project's feminist approach;
- ✓ Build the knowledge and practical skills of media practitioners (disaggregated by gender) in investigative and accountability-focused reporting;
- ✓ Embed ethical, safe and gender-sensitive reporting practice including source protection and survivor-centred, non-stigmatizing coverage of gender issues;
- ✓ Support participants to produce accountability-oriented media outputs and connect their reporting to the project's advocacy efforts and to the stories of women leaders;
- ✓ Provide the data and documentation required for the project's monitoring, evaluation and learning against the relevant indicators.

4. Scope of work

The assignment covers the full design and delivery of the project's local-media training component for CCDB in Bangladesh from curriculum development, through training delivery, to follow-up support that links participants' reporting to advocacy and accountability efforts. The target group is local media practitioner's journalists (formal and informal / "citizen journalists"), editors and media owners active in and around Fulbari and Nawabganj upazilas of Dinajpur District. The Consultant will train media practitioners, with participation disaggregated by gender and deliberate attention to the inclusion of women and marginalized-group media workers. Training will be delivered in batches to be agreed at inception. All materials and delivery must be in Bangla, with key documentation available in English for project reporting.

5. Specific tasks and responsibilities

5.1 Inception and design

- ✓ Review the project's foundational documents including its proposal, implementation plan, monitoring framework and gender equality and human rights strategy and hold an inception meeting with the project team;

- ✓ Conduct a rapid assessment of the local media landscape and participants' baseline capacity and learning needs;
- ✓ Submit a brief inception report setting out the proposed methodology, curriculum outline, batch/schedule plan and a detailed workplan for approval.

5.2 Curriculum and module development

- ✓ Develop a complete, participatory training curriculum and module package, grounded in adult-learning principles and the project's feminist approach, covering: fundamentals of investigative and accountability journalism; identifying and framing governance and service-delivery issues; sourcing, verification and fact-checking; use of data and public records, including the Right to Information (RTI); interviewing techniques; ethics and integrity; digital and physical safety and source protection; and safe, survivor-centred and gender-sensitive reporting on gender-based violence and women's rights;
- ✓ Ensure all content models gender-sensitive, inclusive and non-discriminatory language and imagery, and reflects the realities of Dalit, Indigenous and religious-minority women;
- ✓ Prepare all facilitation materials in Bangla session plans with learning objectives, a facilitator's guide, participant handouts, case studies and practical exercises, presentation slides, and a concise reference toolkit participants can use after the training;
- ✓ Design pre- and post-training knowledge assessments and, together with the monitoring and evaluation team, align the post-training survey instrument to the project's indicators.

5.3 Training delivery

- ✓ Facilitate the training batches using participatory, practical and reflective methods (case work, simulations, story clinics), ensuring an inclusive and safe learning environment and the equitable participation of women;
- ✓ Administer pre-/post-assessments and attendance registers with the required disaggregation (gender and, where applicable, Dalit / Indigenous / religious-minority identity);
- ✓ Adjust timing and arrangements to enable women's participation, in coordination with CCDB's participant-support measures.

5.4 Linking media reports to advocacy and accountability

- ✓ Provide structured follow-up support and mentoring to help trained participants develop and publish accountability-oriented stories, including coverage of duty bearers who respond positively to citizen-led accountability;
- ✓ Facilitate linkages between participants' reporting and the project's advocacy efforts and the stories of women leaders, working towards the agreed target of media placements by trained local media;
- ✓ Advise CCDB on practical mechanisms (e.g., story leads, editorial linkages and a simple tracking approach) to sustain media–advocacy engagement.

5.5 Monitoring, documentation and reporting

- ✓ Compile a training report for each batch (participation with disaggregation, assessment results, key learnings, consented photographs and recommendations);
- ✓ Provide the monitoring and evaluation team with clean participation and survey data to populate the indicator tracking sheet;
- ✓ Submit a final consultancy report consolidating the process, results against the indicators, lessons learned and recommendations for sustaining media engagement.

6. Deliverables and indicative schedule

The Consultant is responsible for the following deliverables. All materials and reports are submitted in Bangla, with English versions of the curriculum summary and the final report for project reporting. Intellectual property in all deliverables rests with the project / CCDB, and payment may be linked to accepted deliverables as set out in the contract.

#	Deliverable
1	Inception report, methodology, curriculum outline, batch/schedule plan and detailed workplan
2	Training curriculum and full module package in Bangla facilitator's guide, session plans, participant handouts, case studies, slides, reference toolkit, and pre-/post-training assessment instruments
3	Delivery of training batches reaching a minimum of 40 local media practitioners (disaggregated by gender)
4	Batch training reports and clean participation/survey datasets for the monitoring and evaluation team
5	Media advocacy linkage plan and follow-up / mentoring report
6	Final consultancy report results against the assignment's indicators, lessons learned and recommendations

7. Duration and level of effort

The assignment is expected to run from November, 2026 to September, 2027 with an indicative working day, to be confirmed at inception. The exact number and duration of training batches will be finalised in the inception report.

8. Reporting and coordination

The Consultant reports to the Project Coordinator, Samaan Aawaaj (CCDB), and works in close coordination with the project's monitoring and evaluation team and with the Area Managers and area offices in Fulbari and Nawabganj, who will support participant mobilization and logistics. All deliverables are subject to review and written approval by CCDB.

9. Required qualifications and competencies

Education

- ✓ Master's degree in Journalism, Media / Mass Communication, Gender or Women's Studies, Development Studies, Social Sciences or a closely related field.

Experience

- ✓ Minimum 5 years' professional experience in investigative and/or accountability journalism and/or media capacity-building;
- ✓ Demonstrated experience developing training curricula and modules and delivering participatory training (Training of Trainers experience an asset);
- ✓ Proven experience integrating gender and social-inclusion perspectives into training or media content;
- ✓ Experience working with rural, community or marginalized-group media, and with governance / accountability themes, is strongly desirable.

Technical competencies

- ✓ Sound command of investigative methods sourcing and verification, data and public records, RTI, interviewing, and ethical and legal considerations;
- ✓ Knowledge of journalist safety, digital security and source protection;
- ✓ Understanding of safe, ethical and survivor-centred reporting on gender-based violence and women's rights.

Values and approach

Demonstrated understanding of, and commitment to, the project's core values its feminist approach, citizen-led accountability, gender equality and social inclusion, and "do no harm"; Sensitivity to the context of Dalit, Indigenous and religious-minority women and communities.

Language and communication

- ✓ Fluency in Bangla and English, with the ability to develop training materials and reports in Bangla;
- ✓ Strong facilitation, coaching and mentoring skills;
- ✓ Consistent use of gender-sensitive, inclusive and non-discriminatory language ("word-sensitivity") in all materials and delivery.

Other: Familiarity with the Dinajpur / northern Bangladesh context is an advantage.

10. Ethical standards and safeguarding

The Consultant must:

- ✓ Adhere to CCDB's Code of Conduct and safeguarding policies, including the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), and child-safeguarding requirements where minors may be involved;
- ✓ Uphold "do no harm" principles, informed consent, confidentiality, data protection and the protection of sources' and participants' identities;
- ✓ Ensure all content and conduct are gender-sensitive, non-discriminatory and survivor-centred, and avoid reinforcing stereotypes or exposing participants or communities to risk;
- ✓ Comply with the project's monitoring, evaluation and learning principles and relevant national laws.

11. Working arrangements and logistics

Duty station: Dhaka & Dinajpur (Fulbari and Nawabganj upazilas); preparatory and development work may be home-based;

- ✓ CCDB will provide training venues, participant mobilization and in-country logistical support, and will apply its participant-support measures (e.g., transport, refreshments and childcare as per policy) to enable women's participation;
- ✓ The Consultant provides their own professional expertise and equipment for material development;
- ✓ Travel and related costs [to be included in the financial proposal / covered as per CCDB policy];
- ✓ All data, materials and outputs produced under this assignment are the property of the project / CCDB and may not be used elsewhere without written permission.

12. Application requirements

Interested candidates should submit:

- ✓ A **technical proposal** setting out understanding of the assignment, the proposed methodology and facilitation approach, an outline of the proposed curriculum / modules, and a workplan;
- ✓ A **financial proposal** (all-inclusive professional fee in BDT, itemised);
- ✓ An updated **CV / portfolio** and at least two samples of previously developed training modules or investigative / accountability work;
- ✓ Contact details for two **professional references**.
- ✓ Applications should be submitted to (hr@ccdbbd.org) by **[22 October 2026]**, marked **“Consultant cum Trainer Investigative Methods for Local Media, Samaan Aawaaj”**.
- ✓ CCDB is committed to gender equality and social inclusion and encourages applications from women and from candidates belonging to Dalit, Indigenous and religious-minority communities. Only shortlisted candidates will be contacted. CCDB reserves the right to accept or reject any application without assigning a reason.

13. Evaluation and selection criteria

Applications will be assessed against the criteria below. Final selection will combine the technical and financial scores (indicatively a [70:30] technical-to-financial weighting), or as per CCDB’s procurement policy.

Criterion	Weight
Qualifications and relevant experience (education, investigative journalism, media training)	[25]
Technical approach and methodology, including curriculum outline and gender-responsiveness	[35]
Gender / social-inclusion and safeguarding competence and understanding of the project’s core values	[15]
Language ability (Bangla and English) and facilitation / communication skills	[10]
Financial proposal	[15]
Total	100