

Terms of Reference

External Consultant for Community Based Emergency Response Team (CBERT) Training Module Development and Training Facilitation

Project: SHIELD – Strengthening Hope, Integrated Emergency Leadership, and Disaster Preparedness

Implementing Organization: JAAGO Foundation Trust

Assignment Duration: 1.5 months

Training Language: Bangla

Module Language: Bangla and English

Training Locations: Kamarkhola Union and Sutarkhali Union of Dacope Upazila, Khulna; Mongla Municipality and Chila Union of Mongla Upazila, Bagerhat

Target Participants: 80 Community-Based Emergency Response Team members

Training Modality: 4 batches in 4 unions

Training Duration: 3 days per batch

1. Background

JAAGO Foundation Trust, with support from ChildFund Korea, is implementing the SHIELD project in disaster-prone coastal areas of Khulna and Bagerhat. The project aims to strengthen community-based disaster preparedness, child-centered disaster risk reduction, climate change adaptation, early warning dissemination and local emergency response systems.

Under the project, Community-Based Emergency Response Teams will be formed and trained in four target unions: Kamarkhola and Sutarkhali unions of Dacope Upazila, and Mongla municipality and Chila union of Mongla Upazila. CBERT members will work as local first responders before external support reaches the affected communities. Their role will include early warning dissemination, safe evacuation, basic search and rescue support, first aid, shelter management, relief distribution support and coordination with local disaster management structures.

To ensure effective and contextualized capacity building, JAAGO Foundation Trust intends to engage an experienced external consultant or consultancy firm to develop a comprehensive CBERT training module and facilitate the training in 4 unions.

2. Objective of the Assignment

The overall objective of the assignment is to develop a practical and locally contextualized CBERT training module and provide hands-on training to 80 CBERT members across the four project unions.

The specific objectives are to:

- 2.1 Develop a comprehensive CBERT training module in Bangla and English.
- 2.2 Design and print at least 100 copies of the Bangla module, including relevant handouts.
- 2.3 Facilitate 3-day practical CBERT training in Bangla for each batch.
- 2.4 Ensure proper documentation, assessment and reporting of the training.



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3. Scope of Work

The consultant or consultancy firm will be responsible for the following tasks:

3.1 Inception and Planning

The consultant will review relevant project documents and the draft CBERT SOP, conduct an inception meeting with the JAAGO project team, and prepare an inception report. The inception report should include the consultant's understanding of the assignment, methodology, work plan, tentative training plan and logistics plan.

3.2 Module Development

The consultant will develop a comprehensive CBERT training module in both Bangla and English. The Bangla version will be used for training delivery and participant learning, while the English version will be submitted as a soft copy for documentation and donor reference.

The consultant will also develop relevant handouts, session plans, practical exercise guides, pre-test and post-test tools, training evaluation formats and other necessary training materials. The consultant will be responsible for designing, formatting and printing at least 100 copies of the Bangla module, including handouts.

3.3 Training Facilitation

The consultant will conduct 3-day practical training for each CBERT batch in Bangla. The training should be participatory and practical, using methods such as group work, demonstration, role play, practical exercises, simulation drills and action planning. The consultant will conduct pre-test and post-test and support participants to understand their roles, team structure and coordination mechanism.

3.4 Documentation and Reporting

The consultant will ensure proper documentation of all training sessions, including attendance sheets, photographs, pre/post-test results, participant feedback and bill vouchers. After completion of the training, the consultant will submit a final training report with training summary, learning results, challenges, recommendations and annexes.

4. Major Contents of the Training Module

The consultant will finalize the detailed module based on professional experience and local context. The module should cover the following major contents:

- 4.1 Introduction to SHIELD project and CBERT
- 4.2 Role, structure and code of conduct of CBERT
- 4.3 Local disaster risks and vulnerability context
- 4.4 Early warning and emergency communication
- 4.5 Community risk mapping and preparedness planning
- 4.6 Safe evacuation and basic search and rescue support
- 4.7 Basic first aid and emergency medical support
- 4.8 Psychosocial first aid and child-sensitive response



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- 4.9 Emergency shelter management
- 4.10 Relief distribution and accountability
- 4.11 Damage, needs and information reporting
- 4.12 Coordination with UDMC, UzDMC, CBDRRC, CPP, local government and other emergency actors
- 4.13 Simulation drill and CBERT action planning

The module should integrate child protection, safeguarding, gender sensitivity, disability inclusion and community accountability throughout the training contents.

5. Training Batch Plan

The training will be conducted in 4 batches in 4 target locations: Kamarkhola Union, Sutarkhali Union, Mongla municipality and Chila Union. Each batch will include 20 selected CBERT members from the respective union, and each batch will receive 3 days of training. The final training schedule will be developed in consultation with JAAGO Foundation Trust and the selected consultant.

6. Roles and Responsibilities

6.1 Consultant's Responsibilities

The consultant will be responsible for developing the inception report, needs assessment report, training module, training plan and final report. The consultant will develop the training module in Bangla and English, design and print at least 100 copies of the Bangla module with handouts, and facilitate the training in Bangla.

The consultant will arrange the training venue and provide one snack and one lunch per participant per training day. The consultant will also arrange all tools, equipment and materials required for practical sessions of the training. The consultant will ensure proper documentation of the sessions, including attendance sheets, photographs, bill vouchers, pre/post-test results and participant feedback.

The consultant must ensure safeguarding, child protection, gender sensitivity, disability inclusion and safety measures throughout the assignment, especially during practical demonstrations and simulation exercises.

6.2 JAAGO Foundation Trust's Responsibilities

JAAGO Foundation Trust will provide relevant project documents, the draft CBERT SOP and necessary project information. JAAGO will support participant selection and mobilization and coordinate with local stakeholders, including Union Parishad, UDMC, UzDMC, CPP, CBDRRC and other relevant actors. JAAGO project team will review and validate the inception report, module, training plan and final report.

7. Deliverables



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The consultant will submit the following deliverables:

7.1 Inception Report - by 21 May 2026

7.2 Final training module in English and Bangla - By 10 June of 2026

7.3 At least 100 printed copies of the Bangla module with handouts- By 15 June of 2026

7.4 3-day training for 4 batches in 4 unions - By 30 June of 2026

7.5 Final training report with attendance sheets, photographs, pre/post-test results, feedback forms and bill vouchers- By 1st Week of 2026

Detailed workplan must be submitted in the technical proposal. All major deliverables, including the inception report, design and contents of the module, training plan and final report, must be reviewed and validated by the JAAGO project team.

8. Duration

The total duration of the assignment will be 1.5 months from the date of signing the agreement.

9. Required Qualification and Experience

The consultant or consultancy firm should have academic background and professional experience in disaster management, emergency response, humanitarian response, public health, development studies, social science or a relevant field. The consultant should have at least 7 years of relevant experience in DRR, emergency response, humanitarian response or community-based disaster management.

The consultant should have proven experience in developing training modules/manuals, and facilitating practical training for community volunteers or emergency response teams. The consultant should have strong understanding of Bangladesh's coastal disaster context and knowledge of local disaster management structures, including UDMC, UzDMC, CPP and community-based disaster response systems.

Experience in child protection, gender sensitivity, disability inclusion and safeguarding will be considered essential. The consultant should have strong facilitation skills in Bangla and report writing skills in English and Bangla. For first aid, CPR, rescue or other technical sessions, the consultant should have relevant certification or include certified resource persons in the team.

10. Safeguarding and Ethical Requirements

The consultant must comply with JAAGO Foundation Trust's safeguarding and code of conduct policies. The consultant must ensure safe, respectful and inclusive participation of all trainees, especially women, youth, children and persons with disabilities.

The consultant must ensure that no high-risk practical exercise is conducted without proper safety measures. Any safeguarding concern must be immediately reported to JAAGO Foundation Trust. The consultant must maintain confidentiality of participant information, community data, photographs and project documents.



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Request for Proposal

Interested consultants or consultancy firms are requested to submit both Technical Proposal and Financial Proposal.

11. Technical Proposal Requirements

The technical proposal should include the consultant's understanding of the assignment, proposed methodology for module development and training facilitation, proposed work plan, proposed team composition, roles of team members, relevant previous experience etc.

12. Financial Proposal Requirements

The financial proposal should clearly mention all costs required to complete the assignment, including professional fees, module development, translation, design and printing cost, venue cost, food cost, practical session materials, travel and accommodation, participants travel allowance, logistics, documentation cost, and any other relevant costs.

13. Evaluation Criteria

The proposals will be evaluated based on a 70% technical and 30% financial weighting.

14. Proposal Submission Package

Interested consultants or firms must submit a technical proposal and a financial proposal, including CVs of the proposed experts, TIN certificate, trade license and BIN where applicable, and relevant technical certificates where applicable. The proposal should also include evidence of previous similar assignments, if available. Please email to rajvi.hasan@jaago.com.bd for further clarification if required.



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