

## Terms of Reference to submit Expression of Interest (Eoi)

### Consultancy on Anticipatory Humanitarian Action (Cyclone and Heatwave)

#### Assignment Summary

<b>Name of the Project</b>	Strengthening local climate-sensitive and universal WASH capacities using and disseminating the Green Humanitarian Aid approach (ECT WASH)
<b>Name of the Implementing partner organization</b>	Centre for Disability in Development (CDD)
<b>Name of the Donor</b>	GFFO through ASB
<b>Project Duration</b>	November, 2023 – October, 2026
<b>Purpose of the assignment</b>	<p>The purposes of the assignment are as follows:</p> <ul style="list-style-type: none"> <li>• Strengthening organizational readiness by enhancing the knowledge and understanding of CDD staff and developing a detailed action plan for CDD on AHA</li> <li>• Review the National Protocol for the Anticipatory Action focusing Cyclone and Heatwave in the lens of disability inclusion, Inclusive WASH facilities as well as Climate and Environmental Sensitivity.</li> <li>• Adoption of the Anticipatory Action Protocol (Early Action Protocol) for Cyclone and Heatwave for CDD ensuring the aspects of disability inclusion, inclusive WaSH during emergency situations as well as climate and environmental sensitivity through a participatory process engaging external stakeholders from GOs and NGOs.</li> <li>• Avail a detailed action plan for CDD on the Inclusive Anticipatory Action following the adopted Protocol for Cyclone and Heatwave specifying identified and agreed thresholds and inclusion measures with a particular focus to inclusive WaSH and climate and environmental sensitivity.</li> </ul>
<b>Commissioning contact person</b>	Broja Gopal Saha, Deputy Director, Centre for Disability in Development (CDD)
<b>Facilitation Team members (if known)</b>	The facilitating team will include a team leader, training expert(s) and documentation personnel.
<b>Anticipated Duration of the assignment</b>	September 25, 2024 to October 15, 2024
<b>Location of Work</b>	CDD HQ, Savar, Dhaka
<b>Targeted participants of this assignment</b>	<ul style="list-style-type: none"> <li>• Relevant CDD staff and management bodies under the capacity strengthening on AHA.</li> <li>• External stakeholders on AHA from different GOs and NGOs along with the CDD officials.</li> </ul>

#### 1. Background

Centre for Disability in Development (CDD) is a development organization works on disability issues focusing on integrating disability in mainstream development since 1996. CDD works for an inclusive society for all where persons with disabilities enjoy equal opportunities and rights in collaboration with the Ministry of Disaster Management and Relief, Government of Bangladesh and different national and international donors. CDD also strives to create lasting inclusive positive change by addressing the interconnected challenges of poverty, health, education, livelihoods, and the environment, with a strong emphasis on community empowerment and meaningful participation and leadership of Persons with Disabilities in the

development planning and implementation. With the support of GFFO and ASB, CDD is implementing a project named “Strengthening local climate-sensitive and universal WASH capacities using and disseminating the Green Humanitarian Aid approach (ECT WASH)” in Southkhali Union, Sarakhola, Bagerhat.

One of the focus areas of the ECT WASH project is to develop mechanisms for anticipatory humanitarian actions (especially adoption of early action protocols through reviewing existing protocols and allocation of dedicated fund on that). Aiming to achieve the desired result of this focus area, CDD intends to enhance the capacities of the project team on the Anticipatory Humanitarian Action through training. Besides, it also intends to adopt the Anticipatory Action Protocol (Early Action) focussing Cyclone and Heatwave for the ECT WASH project location through a review process of existing national protocol in a lens of disability inclusion, inclusive WASH in crisis situation as well as climate and environmental sensitivity. CDD also focuses to engage significant number of representatives from the major Anticipatory Action practicing organizations through a participatory workshop to validate the review process and initiate a learning approach. Moreover, CDD also seeks to develop a comprehensive action plan on how to implement the Anticipatory Action Protocol (cyclone and heatwave) in an inclusive manner with a major focus to inclusive WASH as well as climate and environmental sensitivity.

## 2. Assignment Objectives

The specific objectives of the assignment are:

- Identify the scopes and opportunities on addressing Disability, Inclusive WASH and Climate and Environmental Sensitivity aspects in the Anticipatory Action.
- Design and facilitate a dedicated training on Anticipatory Humanitarian Action (Cyclone and Heatwave) for the relevant officials of CDD.
- Support to adopt the Anticipatory Action Protocol (Cyclone and Heatwave) for the organizational level of CDD ensuring disability inclusion, inclusive WaSH along with climate and environmental sensitivity through a participatory review process.
- Engage external stakeholders on AHA in the review and adoption process of the Anticipatory Humanitarian Action (Early Action) protocol for CDD to initiate a joint learning of other practitioners on the specific area of disability inclusion, inclusive WaSH during emergency situations as well as climate and environmental sensitivity.
- Identify and deploy skilled session facilitators/resource persons from the relevant sectors.
- Ensure appropriate conduction of the training program ensuring all related compliances.

## 3. Probable activities for this assignment

- Design a dedicated training on Anticipatory Humanitarian Action (Cyclone and Heatwave) for the relevant staff and management bodies of CDD.
- Prepare and submit handouts, PPTs and other tools that are necessary for the successful completion of the training;
- Select and deploy skilled resource persons from the relevant sectors for the concerned sessions;
- Facilitate the sessions to fully orient relevant CDD officials on the Anticipatory Humanitarian Action (cyclone and heatwave) and its implementation at field level.
- Desk review of the existing National Early Action Protocol (Cyclone and Heatwave) to identify the gaps regarding disability inclusion, inclusive WaSH facilities in crisis moments as well as climate and environmental sensitivity.
- Design and facilitate a participatory workshop for review and adopt the Anticipatory Action Protocol (Cyclone & Heatwave) engaging CDD officials and key representatives from other national level organizations practicing the Anticipatory Humanitarian Action following the training
- Engage the representatives from other national level organization on Anticipatory Humanitarian Action in participatory review process.

- Facilitate to develop a detailed action plan on implementing the Anticipatory Humanitarian Action (Cyclone and Heatwave) for CDD based on identified thresholds and inclusion measures with a particular focus to inclusive WASH service along with climate and environmental sensitivity.
- Prepare and submit the process report of the whole assignment along with a separate training report.

#### 4. Responsibilities

##### a) Consultant

- Ensure quality of all relevant documents, including the training program schedule, handouts, teaching learning materials and other necessary tools;
- Share all draft documents, teaching learning materials and necessary tools with CDD for feedback and take initiatives to address or incorporate them;
- Effectively engage the external stakeholders on Anticipatory Humanitarian Action from different GOs and NGOs in the participatory review and adoption process of the protocol for CDD.
- Timely submission of the deliverables;
- Ensure visibility of the donors, PNGOs and CDD as applicable;
- Timely submission of invoices.

##### b) CDD

- Provide feedback on the shared draft documents, training teaching learning materials and other necessary tools timely;
- Provide guidance to ensure the adherence of the CDD policies and standards;
- Arrange the venue, accommodation, food, snacks and required stationaries to facilitate the training and the workshop.

#### 7. Required Qualifications

- At least Masters degree preferably in Environmental Science/Disaster Management or any relevant background.
- Demonstrated expertise, proven experience and excellent knowledge in the fields as; DRM, Anticipatory Humanitarian Action, Climate Change Adaptation etc.
- Practical work experience on implementing Anticipatory Humanitarian Action will bring an extra value.
- Disability orientation is desired but not mandatory.
- Proven expertise in designing training course and materials for similar requirements;
- Strong analytical skills and capacity to reflect on the existing national level protocols and guidelines on Anticipatory Humanitarian Action.
- High degree of independence, flexibility and ability to meet strict deadlines.
- Excellent communication and writing skills both in English and Bangla.
- Combination of male and female in the consultancy team is highly preferred.

#### 5. Deliverables of the assignment

Selected consultant will provide the following deliverables:

- Inception report including detailed action plan and methodologies,
- A detailed training outline on Anticipatory Humanitarian Action (cyclone & heatwave).
- A specific list of the required stationery items and other required materials/equipment along with the inception report.
- Soft copies of handouts and reference materials before the commencement of the training;
- Report on the desk review of the existing National Early Action Protocol (Cyclone & Heatwave) with identified gaps related to disability inclusion, inclusive WaSH during emergency situation as well as Climate and Environmental Sensitivity.

- A detailed Workshop outline to review and adopt the Anticipatory Action Protocol (cyclone & heatwave) for CDD through a participatory approach.
- A detailed action plan on Implementing the Early Action Protocol for CDD following the relevant guidelines with a special focus to disability inclusion, inclusive WaSH and climate and environmental sensitivity.
- A comprehensive process report of the whole assignment along with a separate training report including the photos and feedback of the participants.

## 6. Timeframe and activities

The consultancy should be completed within 20 calendar days from the days of signing the contract.

## 7. Child and Most at-Risk Adult Safeguarding

Each team member needs to fully comply with and sign CDD's General and Safeguarding related Code of Conduct as well as commitment to data security and privacy. The consultancy work should take into account child and adult safeguarding aspects and ensure safe communication practices. Any video and still photo shooting must be done with the written consent of the participants through a formal agreement.

## 8. Limitations

The Anticipatory Humanitarian Action encompasses a broad range of elements, and numerous technical challenges are linked to this topic. Gaining a comprehensive understanding of this component may take considerable time. However, considering the upcoming cyclone season and the project's time limitations, the educational process surrounding AHA is constrained to a brief period.

## 9. Costs and Payments

The cost for assignment should take into account all HR costs and professional fees, travel costs and other expenses. CDD will make payments by bank transfer to the consultant's bank account upon submission of the invoice and complete deliverables in two instalments:

- 1<sup>st</sup> Payment: 50% of the contract value will be paid based on submission and acceptance of the Inception report including detailed action plan and proposed list of the training and workshop contents;
- 2<sup>nd</sup> Payment: 50% of the contract value will be paid based on the submission and acceptance of all the deliverables as mentioned above.

**VAT and tax will be deducted from the source as per the government's NBR policies.**

## 10. Applications

Expressions of Interest (Eoi) shall be submitted by 01:00 pm of **September 25, 2024** to [cddjobsac@gmail.com](mailto:cddjobsac@gmail.com) by mentioning in the subject line 'ECT WASH - Eoi for Consultancy on Anticipatory Humanitarian Action' and shall include:

- Technical proposal based on the ToR and suggested methodology with a capacity statement of the consultant/team.
- Detailed CVs of each suggested team member (to restrict the length of CVs to a maximum of two page is highly recommended)
- Financial proposal that includes all relevant expenses such as honorarium, transportation etc.

Only complete applications will be considered for the next stage of selection. CDD may ask for references and/or examples of previous work and reports during the recruitment process. CDD reserves the right to terminate the contract in case the suggested and agreed upon team members are unavailable at the start of the assignment and no adequate replacement can be provided.