

## Terms of Reference (ToR)

### Activity: R.3.13 Training on Anticipatory Action Triggering Criteria/Protocol at Districts

#### Background

Bangladesh's coastal districts — including Barguna — are recurrently affected by tropical cyclones, storm surge and heavy rain. National guidance (NEAP) sets out impact-based forecasting, trigger thresholds (wind, storm surge, rainfall) and a national coordination architecture (Taskforce, Technical Committee/BMD, CPP, DMCs) to guide anticipatory actions. Localized/district protocols and clear local trigger mechanisms are essential to convert forecasts into timely, locally-appropriate early actions that reduce loss of life, protect livelihoods and enable rapid support. This training will develop district-level capacity and produce a localized Barguna AA protocol & trigger matrix aligned with the NEAP.

Within this context, Asia Community Disaster Preparedness & Transformation (ACT) Program-II strengthens the capacities of vulnerable communities and local humanitarian actors in Bangladesh to prepare for, respond to, and reduce disaster risks. Implementing in Gaibandha, Barisal, and Barguna, the project works with Community Disaster Committees (CDCs) to improve early warning systems, promote anticipatory action, and ensure coordinated disaster response. Key activities include identifying vulnerable groups, protecting livelihoods, and testing cash or non-cash mechanisms for emergencies. By fostering youth leadership and local partnerships, the initiative enhances resilience while advancing regional learning and collaboration with Nepal, the Philippines, and Indonesia. JAGO NARI leads implementation in Barguna.

#### Overall purpose

ACT II project will train local governments, disaster management authorities, communities, mayors, financial providers, and NGOs on the use and activation of anticipatory trigger protocols to improve decision making processes and coordination among different stakeholders, to provide cash and non-cash assistance to communities.

#### Specific objectives:

1. Facilitate familiarization and socialization of Anticipatory Action (AA), particularly its importance, concepts, operations, and management among district stakeholders.
2. Create broader awareness of AA approaches and their relevance for reducing disaster risks in Barguna.
3. Improve decision-making and coordination across government agencies, community structures, and humanitarian actors, while empowering and strengthening local-level leadership to ensure inclusive, timely, and well-coordinated anticipatory actions.

## Scope of Work (Consultant / Training Team)

### A. Desk Review & Analysis

- Review relevant documents, policies, and guidelines on AA, NEAP triggers, and local early action protocols etc.
- Analyse experiences and practices from multiple stakeholders, including government agencies, DMCs, INGOs, NGOs, CBOs, youth groups, and volunteers.
- Explore existing resources like training modules, learning documents, Post-Distribution Monitoring (PDM) report, and impact harvesting approaches.
- Consolidate findings into a desk review report highlighting key areas and identifying the training and capacity-building needs of workshop participants.

### B. Workshop Design & Facilitation

Develop and deliver a 2-day workshop covering AA concepts, trigger protocols, operations and management, pre-activation and activation tasks, PDM, reporting, and community engagement/AAP.

### C. Documentation & Reporting

Document the workshop proceedings and produce a comprehensive workshop report capturing key discussions, outcomes, recommendations, and follow-up actions.

## Methodology

- **Participatory & practical:** short inputs, training/workshop need assessment, guided group work, breakout sessions, local case studies, and simulations.
- **Inclusive approach:** ensure representation of women, elderly, PWDs and marginalized hamlets in exercises and the draft protocol.
- **Monitoring of learning:** pre- and post-training knowledge checks and participant feedback forms.

While the methodology outlined above provides a framework, additional methods may be determined through consultation among the consultant, JAGO NARI and other stakeholders to ensure relevance and effectiveness. **Expected Outputs / Deliverables (minimum)**

1. **Desk review note** (submitted before fieldwork).
2. **Finalized 2-day training module & agenda** (Bangla + English).
3. **Training delivered** for up to 35 participants (attendance sheets, photos, session notes).
4. **Final training report** (within 10 days of training) including recommendations for formal endorsement and next steps.

### Participants (suggested composition — total 40)

- Deputy Commissioner (or representative) 01
- UNO / Upazila administration - 02
- DDMC / UDMC members (District, Upazila & Union representatives) – 08/10
- CPP local coordinators and volunteers - 06
- BMD focal (invited for session/virtual link)- 01
- BWDB, DAE, DoF, DPHE technical reps – 04/06
- Local NGO/INGO partners and DRR focal persons- 04/06
- Bank & NFI- Bkash, Nagad representatives -02
- Women/CBOs' leaders (ensure gender balance) - 03/05
- Youth representatives & media- 02/03
- Representative of PWD network/Persons with disabilities / protection focal person- 01/02

(Adjust numbers to meet JAGO NARI and DDMC priorities; ensure 30–40% women participation.)

### Duration & Proposed Schedule (recommended)

- Desk review & prep: 5 working days (week prior)
- Training workshop: 2 days, **26-27** Oct 2025 (as planned)
- Field validation visit: 1 day (immediately after training or within week)
- Finalization & report: 5 working days after training.

### Roles & Responsibilities

#### Consultant / Training Team (deliverables & timeline):

- Lead desk review, prepare training module, materials, and facilitate workshop and report. Submit deliverables as per timeline.

#### JAGO NARI (host):

- Liaison with district administration/DDMC for approvals and participant mobilization. Arrange venue, logistics, refreshments and coordination with local stakeholders. Manage finances and honorarium as per approved budget.

#### DDMC / District Administration / CPP:

- Provide technical inputs, BMD contact facilitation, CPP volunteer support for community linkages and scenario exercises.

### Consultant / Team Required Qualifications (minimum)

- Lead consultant: Masters in Disaster Risk Management, Meteorology, Hydrology, or related field; 7+ years' experience in anticipatory action / Forecast-based Financing / DRR in Bangladesh. Demonstrated experience translating IBF into operational triggers.
- Trainers/co-facilitators: 5+ years in community DRR, experience with CPP/BMD coordination and training facilitation.
- Required skills: strong facilitation, participatory training design, Bangla & English fluency, report writing, field data collection.
- Desirable: Prior work on similar EAPs; experience with BMD/PPP; familiarity with Barguna context.

### Reporting & Payment Schedule (suggested)

- Submission of draft agenda & materials: **7 days** prior to training.
- Submission of draft protocol & training report (draft): **3 working days** after field validation.
- Submission of final protocol & final training report: **within 10 days** after training (as per original ToR).
- Payment: lump sum payable in 2–3 instalments tied to deliverables (negotiable and to be specified in contract).

### Monitoring, Evaluation & Quality Assurance

- Pre- and post-training knowledge tests (to measure learning).
- Participant feedback forms for each session.

### Gender, Protection & Inclusion

- Ensure separate feedback channels and a safe-space plan in cyclone shelters (breastfeeding areas, gender-segregated sleeping areas). Include GBV and child protection focal points in the training and the protocol.

### Bid requirement:

- A technical proposal with expected budget
- CV of highlighting related assignment with client name, contract person and mobile number (this person must have full time engagement during assignment time)
- TIN Certificate (PDF version)

### Selection criteria (Cumulative analysis)

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.
  - Technical Criteria weight; [80%]
  - Financial Criteria weight; [20%]

### Expression of Interest Submission Address & Modality:

The consultants will submit a proposal according to the Terms of Reference (ToR) to: [procurement@jagonari.org](mailto:procurement@jagonari.org) by **11 October 2025** mentioning subject line as “**Submission of EOI for Training on Anticipatory Action Triggering Criteria/Protocol at Districts**”.