

ToR for First Aid Training

Purpose:

To arrange training for building capacity of the staff to respond in the event of an injury, or evacuations.

Background:

Danish Refugee Council is one of the leading non-profit organizations founded in Denmark in 1956 with a vision of a dignified life for all displaced. It assists refugees and internally displaced persons in 40 countries across the globe. DRC in Bangladesh is registered as an International Non-Government Organization (INGO) with the NGO Affairs Bureau in Bangladesh and currently it has been working in Cox's Bazar Rohingya influx since November 2017.

DRC Bangladesh operates in a hazardous environment in Rohingya refugee camps. The camps are prone to frequent violent incidents committed by armed criminal groups (e.g., crossfires, arson, and physical assault with sharp weapons), fire accidents, traffic accidents, and health-related incidents. The staff members work in the close vicinity of violent incidents and hazards, exposing them to potential physical injuries.

Therefore, DRC aims to ensure that its field staff members are aware of the basic field first aid knowledge with available first aid equipment DRC provides and the know-how to be self-reliant in managing workplace or travel injuries to save not only themselves but also their co-workers by being trained adequately and practically.

Summary:

Expected Timeline:	25 Nov – 10 December 2024
Location of the training:	Cox's Bazar
Expected number of trainer(s):	2
Total training participants:	40-45 staff members
Training batches:	2
Duration:	Each session of 2 days, including a rest day in between. (total 5 days)
Responsibility:	DRC is responsible for overseeing the training
DRC Main Counterpart:	Country Safety Coordinator

Methodology:

- Training Mode: Mostly practicality-oriented using different methods such as lectures, visual materials (i.e., multimedia presentation, flipchart, video show), simulation, demonstration, practice, group work, role play, etc.
- Preferred language of training is Bangla.
- The participants' progression should be monitored through active participation.
- All participants must practice all the practical activities.
- The participants should receive feedback from instructors throughout.
- The participants should be suitably engaged.
- Practical training should be conducted in a way not to hurt anyone.
- All questions must be addressed.
- The course should have a formal test at the end of the session.

Training Content and Key Deliverables:

- *Skills and Competencies:*
 - DRCABC or DMARCHE protocol
 - Scene/danger assessment and personal safety during administering first aid.
 - Systematic first aid administration
 - Catastrophic bleeding management
 - Recovery Position
 - Victim response assessment, Airway management, and CPR
 - Wound packing, Chest sealing (bullet/sharp weapon wound must be covered)
 - Burns Management
 - Hypothermia/Heat Exhaustion/Heat Stroke
 - Shock control/fainting management
 - Bone fracture management
 - Snake bite management
 - Casualty transportation methods
- *Knowledge:*
 - First Aid objectives and principles
 - First aid-related medical terms and details.
- The participants shall be issued a completion certificate valid from an applicable authority.
- Soft-copy handouts should be provided to the participants upon completion.

Technical Evaluation and Scoring Criteria

Criteria	Instructions	Weighing
Recognized and Valid ToT/Master trainer qualification of the proposed team members	Submit copies of ToT/master trainer certificates and contact address for verification	25%
Relevant and demonstrated training experience	Submit a minimum of 2 experience letters from the receiving organization: preferably an NGO)	25%
Training content	Submit outlines and summary lesson plans	20%
Compliance	Complete all RFQ documents	15%
Company Profile	Submit company profile	15%

Required Skill and Expertise of the Trainers:

Minimum Requirement:

- ToT/Master Trainer Certified trainer.
- Proven experience of a minimum of 1 year in first aid training (on-the-job/consulting).

Desirable:

- Added years of hands-on working experience in public/private first-aid functions.
- Real-life experiences of managing fire incident responses and injuries.