

## Terms of Reference (TOR)

for

### Supporting AAB Staff Through Organisational Restructuring and Sectoral Uncertainty

#### 1. Background of the Assignment

The development sector in Bangladesh is facing serious uncertainty following the recent suspension of USAID funding. Many NGOs, including ActionAid Bangladesh (AAB), have been forced to restructure their operations and reduce staff. In the first phase, 9 core staff members at AAB have been impacted. This situation has created widespread anxiety among staff, raising concerns about job security, family well-being, and limited opportunities within the shrinking development sector.

In response, AAB is introducing three key initiatives to support both impacted and current staff through confidence-building, personalized guidance, and practical tools for navigating this transition.

#### 2. Objectives of the Assignment

- Provide emotional and psychological support to affected and current staff.
- Create safe, inclusive spaces for group reflection and morale boosting.
- Offer individual counseling for impacted staff.
- Equip staff with job readiness skills and career guidance.

#### 3. Scope of Work

The support initiative includes the following activities:

- I. Group Confidence and Morale-Building Sessions (MajhaMajhi): A 3-hour session designed to support emotional wellbeing, boost confidence, and restore morale. Activities may include guided self-expression, reflective journaling, team-based trust-building exercises, and light mindfulness tools. Participation will be voluntary and limited to staff (excluding fellows and interns).
- II. One-to-One Counseling: Two private sessions per impacted staff member with Dr. Md. Salim Hossain. Sessions will be confidential and held virtually.

#### 4. Implementation Plan

<u>Action</u>	<u>Timeline</u>
<b>I. Plan 1</b>	
Finalize list of participants and schedule sessions	By August 20, 2025
Conduct Group Healing Session(s)	Between August 25–September 15, 2025
<b>II. Plan 2</b>	
Begin One-to-One Counseling for impacted staff	By September 30, 2025

#### 5. Deliverables

- Successful completion of group confidence and morale-building sessions with MajhaMajhi.
- Two one-to-one counseling sessions per impacted staff member.
- Summary report including feedback and outcomes.

#### 6. Duration of the Assignment

The assignment will run from August 15 to September 30, 2025.

#### 7. Expected Outcomes

- Improved confidence and morale among staff.
- Reduced stress and anxiety among impacted individuals.
- Enhanced readiness for new job opportunities.

#### 8. Resource Persons

- MajhaMajhi Facilitation Team – specialists in creative healing, confidence-building, and body-based therapies.
- Dr. Md. Salim Hossain** – Associate Professor, Department of Psychology, University of Dhaka.

#### 9. Fees and Payment Details

- Group Session (MajhaMajhi): BDT. 60,000 per session (including VAT & Tax) by 14 August 2025.
- One-to-One Counseling: BDT 3,000 per session, up to 2 sessions per impacted staff (paid by HR) by 30 September 2025.

#### 10. Reporting and Coordination

All sessions and communications will be coordinated by AAB's HROD team. MajhaMajhi and Dr. Salim Hossain will report to the Head of People & Culture.

### 11. Additional Provisions

Any additional support or materials required will be arranged by AAB as needed. Participant feedback will guide future decisions and programming.

### 12. Submission of Proposal:

- Last date of Application is **02 August 2025**.
- Please click below the link to submit your proposals:

Link: <https://jobs.actionaidbd.org/consultancy>