

TERMS OF REFERENCE

National Consultant:

**Localization and Contextualization of the integrated
Community-Based Disaster Risk Management
(CBDRM+) Approach and Training Package for
Thailand**

Advancing people-centered Disaster Preparedness
and Early Warning Systems in ASEAN Project



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1. Project Summary

Type of Consultancy	Technical Advisory / Localization, Testing and Training Package Adaptation
Project Title	Advancing people-centered Disaster Preparedness and Early Warning Systems in ASEAN
Donor / Funder	ECHO (European Civil Protection and Humanitarian Aid Operations)
Project Duration	May 2026 – Apr 2028
Target Locations	Southern Thailand: Pattani, Yala, Narathiwat, Songkhla, and Satun Provinces
Thematic Area(s)	Disaster Risk Reduction (DRR), Early Warning Systems (EWS), Anticipatory Action (AA), Child Protection in Emergencies (CPiE), and Inclusive Preparedness
Target Beneficiaries	Department of Disaster Prevention and Mitigation (DDPM) staff, Local Administrative Organizations (LAOs), community disaster management committees, civil society organizations, and local community members (including children and vulnerable groups)
Overall Objective	Strengthen government-led, people-centred disaster risk management systems by improving the accessibility and actionability of early warning information and promoting anticipatory action at the community level.

2. Introduction

Save the Children Thailand intends to engage a national consultant to lead the localization and contextualization of the regional CBDRM+ approach and Training of Trainers (ToT) package for Thailand. The consultant will work with DDPM, relevant technical and social-sector agencies, local authorities, academic institutions, civil society and community representatives to adapt, test and validate the approach for use within Thailand's existing CBDRM system, with an initial focus on the Deep South.

3. Background and Context

Increasing climate variability and the growing frequency and intensity of hydro-meteorological hazards highlight the need to strengthen community preparedness so communities can anticipate hazards and act before disasters occur. Consultations in the target provinces identified gaps in

translating forecasts and warnings into timely local decisions, coordinating technical agencies with local authorities and communities, protecting children and other at-risk groups, and establishing pre-agreed early actions. These gaps are particularly significant in the Deep South, where recurrent flooding intersects with poverty, conflict-related governance constraints, fragmented service delivery and varying levels of trust in formal institutions.

The regional CBDRM+ approach strengthens conventional Community-Based Disaster Risk Management by integrating three enhancements: Anticipatory Action (AA), child-protection safeguards, and inclusive, people-centred Early Warning Systems (EWS). For Thailand, the approach will not replace DDPM's existing CBDRM programme or create a parallel curriculum. It will be adapted and embedded into existing government processes, training materials and delivery mechanisms, including relevant DDPM/DPMA and local-authority structures.

The consultancy will translate the regional minimum CBDRM+ package into a practical Thai package through curriculum mapping, government co-design, contextual adaptation, field testing, technical validation and planning for institutional uptake. The Deep South will provide the initial testing context; lessons will inform future adaptation in other parts of Thailand without assuming that one local model is automatically transferable nationwide.

4. Purpose and Objectives of the Consultancy

The overall purpose of this consultancy is to support DDPM and Save the Children Thailand to localize, test and validate the regional CBDRM+ framework and ToT package for integration into Thailand's existing CBDRM system, with an initial focus on the Deep South and a clear pathway for institutional uptake and future scale-up.

Specific Objectives:

- Map the regional CBDRM+ minimum package against DDPM's existing CBDRM process, training materials, institutional arrangements and local disaster-management practices to identify appropriate entry points for localization.
- Adapt Anticipatory Action, child-protection safeguards and inclusive early warning to Thailand's policy, institutional, hazard, social, cultural and linguistic context, including the conflict-sensitive realities of the Deep South.
- Produce and validate a Thai-adapted ToT package and practical implementation pathway, and strengthen application by delivering local ToT sessions and structured mentoring for provincial DDPM staff and local stakeholders.

5. Scope of Work

The consultant will undertake the following specific tasks:

Task 1: Review of Existing Frameworks and Evidence

- Review the regional CBDRM+ model and ToT package alongside DDPM's existing CBDRM framework, curriculum, manuals, training mechanisms, national policies and relevant local-authority guidance.
- Review relevant Thai evidence and selected international and regional guidance on CBDRM, AA, inclusive EWS and child protection, focusing on practical implications for adaptation rather than developing a new conceptual framework.



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- Prepare a localization and curriculum-mapping analysis that identifies content to retain, adapt, add or remove; institutional ownership; local terminology; target competencies; and priority issues requiring government decision or further consultation.

Task 2: Develop the CBDRM+ Framework and Implementation Model

- Adapt the regional CBDRM+ framework and minimum package to Thailand by defining the non-negotiable core and the elements requiring contextual adaptation, including terminology, hazards, forecast information, triggers, early actions, institutional roles, warning channels, child-protection referral pathways and facilitation methods.
- Co-design a Thai implementation pathway with DDPM and relevant stakeholders, showing how AA, child-protection safeguards and inclusive EWS can be embedded across the existing CBDRM cycle and linked to provincial, local-authority, school and community plans. The design must address conflict sensitivity and trusted communication channels in the Deep South.

Task 3: Stakeholder Consultation and Technical Validation

- Design and facilitate a sequenced localization process, including an initial DDPM co-design orientation, technical consultations and validation sessions with relevant government agencies, local authorities, technical experts, academic institutions, civil society, children and representatives of at-risk groups.
- Pilot selected tools and training sessions in agreed Deep South locations, using tabletop exercises or simulations to test whether forecasts and warnings lead to clear, inclusive and child-sensitive early actions. Document feedback and revise the Thai-adapted package accordingly.

Task 4: Develop the CBDRM+ Training Package

- Adapt the regional ToT package into a coherent Thai package, including a facilitator's manual, participant handbook, curriculum, presentation materials, session plans, practical exercises, locally grounded case studies, templates, field tools and competency-based assessment instruments. Materials should use clear Thai terminology and accessible formats and retain links to the agreed regional CBDRM+ minimum standards.

Task 5: Deliver Local ToT Trainings and Mentoring Support

- Plan and deliver local ToT trainings in agreed target provinces for provincial DDPM staff, local authorities, implementing partners and other relevant local stakeholders, using the draft Thai-adapted CBDRM+ package.
- Assess participant competencies and collect structured feedback on the relevance, usability and accessibility of the localized content, facilitation methods, exercises and tools.
- Provide structured mentoring and technical support to trained participants as they prepare for or facilitate subsequent CBDRM+ activities, and document emerging capacity needs, implementation challenges and recommendations for improving the package and trainer-cascade approach.

Task 6: Finalization

- Incorporate comments and evidence from co-design, validation, local ToT delivery and mentoring; submit publication-ready Thai-adapted materials; and provide a practical institutionalization and trainer-cascade roadmap covering ownership, quality assurance, coaching, monitoring, periodic review and future adaptation beyond the Deep South.



6. Expected Deliverables and Timeline

The consultancy will be undertaken over a 5-month period between September 2026 and January 2027.

Deliverable / Milestone	Description / Details	Target Timeline
Deliverable 1	Inception and Thailand CBDRM+ Localization Report, including methodology and work plan; stakeholder and institutional mapping; curriculum mapping and gap analysis; core versus adaptable elements; consultation and local ToT delivery plan; and proposed adaptation criteria.	September 2026
Deliverable 2	Draft Thai-adapted CBDRM+ framework, implementation pathway and ToT package, including localized roles, triggers and early actions, child-protection safeguards, inclusive warning arrangements, facilitator and participant materials, practical exercises, tools, and a report of the DDPM co-design and technical consultation process.	October 2026
Deliverable 3	Local ToT Delivery, Testing and Mentoring Report, including delivery of agreed provincial/local ToT sessions; participant records and competency assessment; feedback and revisions arising from training, field testing or simulation; mentoring activities and issues raised by provincial DDPM staff and local stakeholders; and recommendations for the trainer cascade.	November–December 2026
Deliverable 4	Final publication-ready Thai CBDRM+ framework, implementation pathway and complete ToT package, incorporating consultation, training, testing and mentoring feedback, with an institutionalization, trainer-cascade, quality-assurance and monitoring roadmap.	January 2027

7. Intended Users and Audience

Stakeholder Category	Role / Utility of Deliverables
Government (DDPM National, Provincial, District)	Primary owner and user; adapting and integrating CBDRM+ into existing government training, planning and operational systems.



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Stakeholder Category	Role / Utility of Deliverables
Save the Children & Implementing Partners	Technical and operational package for project capacity strengthening, pilot implementation, coaching and learning (Activity R1.A10).
Local Authorities (LAOs) & Community Committees	Contextualizing and applying community risk assessment, inclusive warning, child-sensitive preparedness and pre-agreed early action within local plans.
CSOs, Academics & Technical Agencies	Technical review, locally grounded evidence, inclusive facilitation, community participation and independent learning support.

8. Reporting and Governance

Direct Supervision: Save the Children Thailand in close coordination with DDPM and project partners

Review Process: Deliverables will undergo staged technical review by Save the Children Thailand and DDPM, followed by consultation, pilot testing and validation with relevant technical and social-sector agencies, local authorities, academic institutions, civil society and representatives of intended community users before finalization.

9. Budget and Payment Schedule

Cost Coverage: The proposed lump-sum fee shall be inclusive of all professional fees, desk review and evidence review, technical consultations, preparation and delivery of Training of Trainers (ToT) sessions, mentoring support, report writing, revisions, communications, administrative costs, and any agreed travel costs necessary for the completion of the assignment.

Payment Schedule: Payment shall be made upon satisfactory completion and acceptance of the agreed deliverables by Save the Children and submission of a valid invoice.

Tax Deduction: For consultants or companies registered in Thailand, a withholding tax of **3%** shall be deducted from the consultancy fee in accordance with Thai tax regulations.

For consultants or companies registered outside Thailand, a withholding tax of **15%** shall be deducted from the consultancy fee unless a valid **Double Taxation Agreement (DTA)** between Thailand and the consultant's country of tax residence applies and all required supporting documents are provided.

Note: Any applicable taxes, duties, fees, or other statutory obligations under the laws of the consultant's country of residence shall be the responsibility of the consultant.

10. How to Apply

Interested consultants shall submit the following documents:

1. Technical Proposal outlining the consultant's proposed methodology, approach, and workplan for the assignment.
2. Updated Curriculum Vitae (CV) highlighting relevant qualifications and experience.
3. Financial Proposal/Quotation in Thai Baht (THB).
4. At least two (2) samples of relevant previous work.
5. Contact details of two (2) professional referees.

Applications must be submitted electronically to **supplychain.thailand@savethechildren.org** no later than **29 September 2026**.

The email subject line shall be: **[Consultant Name]_CBDRM+ Framework and Training Curriculum Development (Thailand)**



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