

Bangladesh Road Safety Program
Bangladesh Road Transport Authority
Terms of Reference (BRTA-SP-02)
for
Consultancy services for
BRTA Technical Manual Development

1. BACKGROUND

Road crash related deaths and serious injuries is a public health crisis in Bangladesh. According to the World Health Organization, there were 2,376 fatalities reported in 2015, which indicates a fatality rate of 15.3 per 100,000 people, which is more than three times the rate in developed countries; the number of road fatalities in Bangladesh is also disproportionately high given its low rate of motorization – at about 10.2 per 1,000 registered vehicles in 2013-2014, compared to ~ 1.0 per 1,000 vehicles in India and Sri Lanka. Bangladesh has the poorest pedestrian safety record across the BBIN countries. Cars and light vehicle passenger and driver traffic safety risks are the highest across the region. High bus driver and passenger traffic safety risks are also evident, when assessed in terms of the number of buses in the vehicle fleet. Between 1990 and 2017, the increase in the road fatality rate per capita has been three times higher in Bangladesh than the increase in the South Asia region. For the highest risk group, males between the ages of 15 – 49 years, the rate of increase in Bangladesh has been 15 times higher than that in the South Asia region.

Vehicle regulations and inspections are inadequate to cater to the rapid growth in vehicle ownership. About 3,000 vehicles are registered daily in Dhaka alone; vehicle inspections that are a pre-requisite for registration are done visually by motor vehicle inspectors at testing centres. According to the BRTA, in 2018 more than 55,000 vehicles did not have the vehicle fitness certificate renewed for more than 10 years; the number of unregistered vehicles in Bangladesh is around 1.5 million¹. Lack of compliance with safety standards also applies to other protective equipment such as two-wheeler helmets, where the local supplier market mainly offers cheap and sub-standard² helmets. There is also a severe lack of trained commercial drivers in the country, forcing untrained and non-licensed commercial drivers on to the roads, and increasing the road safety risks.

The Bangladesh Road Transport Authority (BRTA) is the regulatory body working under the Ministry of Road Transport and Bridges supporting the national effort to improve road safety. It is responsible for regulating road transport, issue of driver licenses and vehicle registrations, vehicle safety, ensuring roadworthiness of vehicles and conducting research. With such a wide remit, it is necessary to ensure that capacity within BRTA's skills and knowledge base is at the highest level and that a standardised approach to the delivery of each responsibility is achieved.

2. PROJECT DESCRIPTION

GoB has recently launched the Bangladesh Road Safety Project (BRSP), financed by the World Bank, to build road safety management capacity and achieve a targeted reduction in traffic fatalities and serious injuries in Bangladesh. It involves implementing a series of evidence-based multi sectoral pilots on highways, and district-level interventions to build road safety management capacity and coordination framework. The successful delivery of the pilot initiatives would be the basis of national-level scaling up under the government-owned program. The project also focuses on establishing the building blocks for governance, data management and results monitoring related to road safety management, in each of the concerned ministries relevant for road safety. As part of priority road safety investments under

¹According to a survey of the Bangladesh Passengers' Welfare Association (BPWA)

² Not meeting international safety standards for helmets, e.g., UN 22.05 standard

components 2 and 3, the project includes activities to support the BRTA in the areas vehicle and user safety and help establish ICT systems, including:

- (a) development of various technical manuals related to road safety
- (b) review of existing commercial driver training regime and development and delivery of a comprehensive driver training program;
- (c) review of current driver licensing, vehicle registration, and inspection regime;
- (d) integration of existing information systems/databases of vehicle registration, driver licensing and payments; and
- (e) implementation of road Safety awareness and behavior change communication campaigns;

Accordingly, the BRTA now seeks consulting services to accomplish (a) and part of (b) above. The technical manuals and guidelines should facilitate a standardized approach in line with relevant international best practices, be evidence-based and provide relevant case study examples from within Bangladesh and the wider region, and references for additional support material and advice. These standards should be primarily aimed for use by BRTA, but should also be applicable to any entity when operating in Bangladesh.

3. OBJECTIVE

The objective of these services is to support the capacity building within and on behalf of BRTA through the formulation and/or updating of technical manuals and guidance within the topic areas described in the scope.

4. SCOPE OF WORK

The Consultant shall undertake the following tasks:

- **Task1:** Update manuals for Traffic signs and Review of the licensing system, provide recommendations and develop content/manual for non-commercial driver training program
- **Task 2:** Develop a vehicle inspection manual/guideline and related policy
- **Task 3:** Review the implementation of the new helmet standard and provide recommendations
- **Task 4:** Conduct a comprehensive review of commercial driver training program and develop content for commercial driver training program
- **Task 5:** Develop a gender and inclusion strategy and action plan for BRTA

Details of the above tasks are outlined below:

Task 1: update manual for traffic signs

Task 1(a): Develop National Traffic signs manual

The Consultant will will Review the existing Traffic Signs Manual and develop a national Traffic Signs Manual based on regional and international best practices, such as the *Asian Highway Network Design Standards (Part 7)* and the *United Kingdom's Traffic Signs Manual*. The manual will acknowledge the varied approaches currently adopted in Bangladesh ,provide a consistent approach to the use of traffic signs by engineers and highway authorities, as well as increase understanding of traffic signs by all road users.

In the development of the Traffic Signs Manual, the Consultant will, at a minimum, consider the following topics:

- Traffic Signs
 - General requirements
 - Orientation
 - Traffic sign design standards
 - Traffic signs for road works and temporary situations
 - Combination of signs



- Requirements for mandatory, cautionary and informative signs
- Supplementary Signs
- Directional signs
 - General requirements
 - Master Plan
 - Destination hierarchy
 - Control destinations
 - City districts
 - Local destinations
 - Route numbers
 - Direction towards a route
 - Exit numbers
 - Symbols
 - Signing rules
 - Sign types and formats
 - Sign types
 - Colour scheme
 - Sign formats
 - Incorporation of local destinations
 - Direction to highways and expressways
 - Signage for tourist destinations
 - Signing schemes
 - Advance direction signs
 - Positioning details
 - Grade-separated intersections
 - Weaving sections
 - Successive diverges
 - Secondary diverges
 - Confirmatory signing
 - Service area signing
 - Class I roads
 - Grade-separated intersections in urban areas
 - At-grade intersections
 - Supplementary directional signs
 - Coordination with variable signs
- Sign face graphics
 - Language
 - Alignment and listing order
 - Text heights
 - Distance indicators
 - Arrows
 - Map symbols
 - Interchange and exit symbols
- Mounting forms
 - Mounting height
 - Consistency of mounting forms
 - Design of mounting structures
- Size, positioning and visibility
 - Positioning in relation to alignment
 - Lateral displacement

- Siting along the road
- Orientation
- Mounting height
- Sign clutter
- Sign design
 - Legibility
 - Distance
 - Readability
 - Visibility

Deliverable(s):

- A Traffic Signs Manual aligned to regional and international best practices.

Task 1(b): 1. Review of the licensing system, provide recommendations and develop content/manual for non-commercial driver training program

This task will entail a review of the Licensing System/Process outlined in the Road Transport Law, 2018, Road Transport Rules, 2022 and related regulations. This task will entail a review of the relevant road safety legislation in Bangladesh - the Consultant should follow the process outlined in the World Health Organisation's 2013 best practice manual 'Strengthening road safety legislation: a practice and resource manual for countries' for this task. The Licensing system and manuals for non-commercial driver licensing should address, but not be limited to, the following:

Sub-Task 1.1: Review of relevant traffic and road safety laws/rules for driver licensing systems/procedures

- Identify all the relevant laws, rules and regulations that apply to the road in Bangladesh
- Describe the purposes of the legislation reviewed and provide a detailed commentary on them
- Describe how traffic regulations are enforced

Sub-Task 1.2: Review existing system of licensing and identify any gaps

Specifically, the Consultant will review:

- Current Systems/processes followed for driving license competency testing system and the testing carrying authority/testers
- Current types/ groups of licenses issued
- Alignment of the types/groups with international standards
- Duration and renewal procedures of all types of licenses
- System of suspending / revoking a driving license
- System of enforcing suspended / revoked driving license
- The qualifications, licensing and quality control of driving test examiners
- The entire licensing process from application to issue of licenses and identify gaps
- The test and procedure for learner's license for two-wheelers and Light Motor Vehicles (LMVs)
- Medium and Heavy Motor Vehicles including Special Purpose vehicle and identify any gaps
- Number and location of existing licensing and administration centres
- The on-road test in terms of procedure and adequacy to test driving skills with specific reference to:

Basic driving skills

- Familiarity with vehicle controls
- Starting the vehicle safely
- Making left and right turns safely
- Changing gear and speed safely
- Stopping and parking the vehicle safely
- Reversing in a straight line, to the left and to the right safely
- Demonstrating appropriate behavior while driving



- Approaching and negotiating all types of junctions and crossings safely
- Overtaking safely

Cognitive and perceptual skills

- Identification of potential and actual danger
- Navigational skill and emotional strength

Basic mechanical principles

- Knowledge of the main parts of the vehicle and fuel system
- Knowledge of the electric system, braking system
- Knowledge of minor maintenance of steering system, tires and wheels
- Monitor vehicle maintenance schedules

Knowledge of road signs, signals and markings

- Mandatory, cautionary and informative signs
- Directional, give way and priority signs
- Advance warning signs and speed limit signs
- Signs in construction zones
- Meaning of road markings (for e.g., white and yellow lane markings and dashed vs solid white line marking)
- Meaning of different types of signals and vehicle actuated sign

- Defensive driving

- Identify the causes of road crashes and their consequences
- Apply the basic defensive rules for safe driving
- Approach and cross junctions safely
- Apply the hazard drill for safe maneuver
- Demonstrate the appropriate behavior while driving
- Manage night driving and fatigue

- Risk assessment

- Identify the risks at the scene of a crash or breakdown
- Identify actions to take in the event of a crash
- Interact appropriately with the authorities and other parties involved in the crash
- Identify actions to take in the event of a breakdown
- Identify actions to take if the vehicle is no longer fit to continue in service
- Identify common causes of vehicle fires
- Identify the type of fire extinguisher used on vehicles
- Identify the correct operation of a fire extinguisher
- Identify actions to take in the incident of SEA/SH

- Incident management

- Identify the risks at the scene of a crash or breakdown
- Identify actions to take in the event of a crash
- Interact appropriately with the authorities and other parties involved in the crash
- Identify actions to take in the event of a breakdown
- Identify actions to take if the vehicle is no longer fit to continue in service
- Identify common causes of vehicle fires
- Identify the type of fire extinguisher used on vehicles
- Identify the correct operation of a fire extinguisher
- Identify the reporting mechanisms and establish more robust referral pathways

- First aid

- Necessity to have a First Aid kit in the vehicle and ability to perform basic first aid
- Identify the risks of and steps to avoid cross infection of diseases
- Understand the responsibility of driver to give way for the emergency vehicles

- Reversing
 - Identify the dangers when reversing
 - Reverse in a straight line, to the left and right safely
 - Identify the additional dangers when reversing with a trailer
- Negotiating the road safely
 - Change speed, lane and overtake safely
 - Observe, anticipate, and plan for safe driving
 - Negotiate all types of junctions and crossings safely
 - Apply safe turning principles
 - Be in the appropriate lane (left most or slowest lane)
 - Manage various road surfaces and conditions safely
 - Overtake and be overtaken safely
 - Interact with other road users safely
 - Manage vehicle breakdown safely
 - Slow down and follow all signs at road construction work zones
 - Slow down at accident prone zones
- Vehicle checks
 - Explain the purpose of conducting a vehicle check
 - Necessity to comply with standards
 - Identify what should be checked on an HGV
 - Conduct a comprehensive vehicle check
 - Conduct further checks throughout the journey and at the end of the day
 - Report defect

Sub-Task 1.3: Based on sub-tasks 1 and 2 above, recommend changes to the licensing system processes followed and examiners

This should include proposed changes to procedures and processes to both improve adequacy of the driver licensing test and efficiency in issue of driver licenses. Recommend best practices that could be adapted to the Bangladesh context within the existing legislative framework. Recommendations should also include needed resources, use of digital technology/innovations for ensuring a seamless and effective procedure for both the BRTA officials and license applicants.

Sub-Task 1.4: (a): Upon approval of the changes to the licensing system by BRTA, prepare recommendations for possible changes to the current licensing systems and process

Sub-Task 1.4(b): prepare a manual for non-commercial driver training

Deliverable(s):

- Review report on existing Licensing system with gap analysis
- Recommendations to improve licensing system
- Manual for non-commercial driver training

Task 2: Develop vehicle inspection manual/guideline/policy

The Consultant will develop a technical manual detailing the pertinent laws relating to vehicle inspection, vehicle systems to be included, inspection methodology, and pass/fail parameters. It should include visual inspection, automated inspection using machines and inspection for control of emissions. The Consultant should produce at least two drafts, modified on each occasion following BRTA comments, before seeking formal approval.

The following vehicle safety standards and content should be considered and included in the *Vehicle Inspection Manual*:

1. Laws and regulations pertaining to the inspection of motor vehicles
2. Periodicity of inspection/checks required




3. Standard procedure for different vehicle based on fuel type and engine capacity (cc), vehicle classes, Type of body
4. Any exceptions to BRTA's involvement in vehicle inspections
5. Classification of defects
6. Assessment of defects:
 - a. Vehicle structure
 - b. Suspension and wheel system
 - c. Tyres
 - d. Wheels and axles
 - e. Suspension
 - f. Engine and transmission:
 - i. Engine
 - ii. Fuel system
 - iii. Exhaust system
 - iv. Transmission
 - g. Braking system
 - h. Service brakes (foot brake)
 - i. Parking brake (hand brake)
 - j. Steering system
 - k. Body parts,
 - l. Windscreen
 - m. Electrical and lighting system:
 - i. Headlamps
 - ii. Other lamps (Flash, reversing and parking)
 - iii. Direction indicators, stop lamps
 - iv. Windscreen wipers
 - v. Horn
 - vi. Tail
 - vii. Beam level
 - n. Miscellaneous components
 - o. Rear view mirror / Side view mirrors
 - p. Trailer couplings
 - q. Speedometer
 - r. Signs
 - s. Wheel system:
 - i. Wheel system inspected at an inspection station
 - ii. Wheel system inspected without lifting equipment
 - t. Inspection of air braking system
 - u. Control of trailer couplings
 - v. Alterations in the vehicle
 - w. Safety equipment
 - i. Seat belt standards
 - ii. Airbag standards
 - iii. ABS
7. Repair notice
8. Prohibition notice
9. Inspection procedure at inspection stations
10. Templates for:
 - a. Vehicle inspection check-sheet
 - b. Report card
 - c. Pass certificate



d. Fail certificate

The Consultant will also formulate a guidance document detailing the management and administration required to operate the vehicle inspection scheme in Bangladesh and get it approved by BRTA. The following content should be considered and included in the *Vehicle Inspection Management Policy Guidelines*:

1. Background and introduction
2. Vehicle inspection policy as per the extant regulation and rules
3. Background to motor vehicle inspections
 - a. Purpose and scope of the inspection
 - b. Vehicle classes
 - c. Vehicle inspection organisational structure
 - d. Who carries out motor vehicle inspections?
 - e. Underlying Principles - General
 - f. Underlying Principles – Certificated Motor Vehicle Inspectors (CMVIs)
 - g. Underlying Principles – Vehicle Inspection Centers (VICs)
4. Criteria for approval and authorization of VICs³
 - a. Requirements for premises
 - b. Testing equipment requirements
 - c. How to apply vehicle testing
 - d. Site inspection and approval
 - e. VIC Licence
 - f. Independence of new VICs
 - g. Termination of authorization and other changes to businesses
 - h. Voluntary termination
 - i. Automatic termination
 - j. Suspension for disciplinary reasons
 - k. Transfer of records following suspension
5. VIC
 - a. Opening and closing times
 - b. Vehicle inspection/test appointment system
 - c. Refusal to Test
 - d. Viewing the Test
 - e. Conduct of test, test standards and methods
 - f. Retests
 - g. Removal of a vehicle after fitness test completion
6. Quality assurance assessments
 - a. Incognito exercises
 - b. Live assessments
 - c. Compliance survey
 - d. Continuous monitoring
7. Testing responsibilities
 - a. Tests under the remit of BRTA
 - b. Use of testing stations by BRTA
 - c. Complaint procedure regarding BRTA
8. Certified Motor Vehicle Inspectors (CMVI)
 - a. Criteria for becoming a CMVI
 - b. minimum qualifications and skill levels
 - c. Reasons to refuse acceptance of application to become a CMVI

³ Assuming PPP/outsourcing strategy is pursued



- d. Statutory appeal against the issue of a notice of refusal of an application for CMVI
- e. Disqualification of CMVIs from driving
- f. Legal ramifications for impersonating a CMVI
- 9. Complaint against the issue of a vehicle Certificate of Fitness (COF)
- 10. Required documentation at VIC:
 - a. Vehicle inspection manuals and related administrative guides
 - b. Supplementary information sheets
 - c. Any special notices (issued by BRTA)
 - d. Official BRTA forms
 - e. Notice of appeal
 - f. COF Inspection Check List
 - g. COF inspection rules and User Roles
 - h. Dangerous defects
 - i. List of CMVIs
 - j. Reasons for refusal of a COF test certificate
 - k. Advisory notices
- 11. Security of COF Certificates
- 12. Printouts (for emissions, brake testing etc)
- 13. Shortcomings in inspection and operation
- 14. Disciplinary procedures
 - a. Formal disciplinary procedure
 - b. Appeals against suspension of VIC
- 15. Accounts and Fees:
 - a. COF fees for new vehicles
 - b. COF fees for used vehicles
 - c. Retest Fees
 - d. Duplicate, replacement certificate fees
- 16. Training:
 - a. Training for CMVIs
 - i. Written/Theory Training
 - ii. Demonstration Tests
 - b. VIC managers training
 - c. Timing and validity of training
 - d. Cost of Training
 - e. Applications for training
 - f. BRTA officers and staff training
- 17. Security at VICs
- 18. Liability for vehicle damage (during the inspection process)
- 19. Signs and notices
- 20. Test equipment:
 - a. Calibration and records
 - b. Maintenance
 - c. Accuracy
- 21. Motor vehicle testing equipment specifications & pre-approved equipment:
 - a. Brake Roller Tester
 - b. Decelerometer
 - c. Petrol (+Gas) and Diesel Smoke Emissions Analyser
 - d. Diesel Smoke Emissions Analyser
 - e. Jacking Beam for Work Pit or 4 Post Lift (and Inspection Pit)
 - f. Vehicle Jacking system
 - g. Headlamp Beam Setter



22. Examples of vehicle inspection documentation:
 - a. COF Inspection Certificate
 - b. COF Inspection Certificate (Duplicate)
 - c. Refusal or Failure of an COF Inspection Certificate
 - d. Advisory Notice
 - e. Supplementary Information Sheet (for Vehicle Inspection)
 - f. COF Inspection Check Sheet
 - g. Test Log
23. 23. VIC Establishment, Operation, Maintenance, Equipment Calibration etc.
 - a. Planning, in details, about Establishment of VICs at different BRTA offices at district and metropolitan areas in Bangladesh
 - b. Operation activities to be performed
 - c. Maintenance of the VIC to keep operational
 - d. Periodic Calibration of specific class of equipment to keep its measuring standard intact

Deliverable(s)

- A detailed technical vehicle inspection manual with pertinent laws, vehicle systems to be included, inspection methodology, and pass/fail parameters as mentioned above.
- Vehicle inspection management policy guidelines detailing the management and administration required to operate the vehicle inspection scheme in Bangladesh.
- Recommendations about detail planning for VIC establishment in different BRTA locations at district and metropolitan locations including operation, maintenance and calibrations of equipment etc

Task 3: Develop manual for helmet standards

Bangladesh's Road Transport Act 2018 requires drivers and passengers to wear helmets properly but has not specified the meaning of "proper." The GoB adopted a national safety standard for helmets formulated by the Bangladesh Standard Testing Institution (BSTI) in October 2022. Unfortunately, most helmets available in Bangladesh do not meet international standards when it comes to quality and protection.

Late last year, a committee was set up with members from BRTA, the BSTI, Police and Bangladesh Rural Advancement Committee (BRAC) to review and recommend standard specifications for helmets for motorcycle riders and to formulate, strategy and action plan on how the standard helmets would be implemented, the number and location of required testing institutes to be set up, orientation and training of Bangladesh Police (BP) for enforcing these standard helmets, awareness programs to the public, and on needed updates to the regulations regarding certification and use of motorcycle helmets.⁴ In the meantime, to make available standardized helmets in the country, the World Bank and BRAC have jointly launched a United Nations (UN)-standard helmet as a reference, before a new BSTI standard is adopted.

The Consultant will help BSTI to review the standard that was formulated in 2022 and help to develop the international best practise standard as per the environment of the country. This will help the importers as well as local manufacturer (if any in future) for the manufacture and use of motorcycle helmets. the Consultant must work very closely with BSTI and BRTA BRTA.

The new helmet standard:

- should align to international best practise (for example UNECE Regulation 22.05)
- must include visors, chin straps and protective chin guards

⁴ <https://blogs.worldbank.org/endpovertyinsouthasia/saving-lives-one-helmet-time-bangladesh>

- must provide clear direction to importers and local manufacturers on the minimum safety criteria to be met when producing a helmet and how this should be marked in the helmet to ensure that consumers have confidence of its safety capabilities (as per ECE Regulations 22.05). The safety criteria should include relevant testing requirements, such as initial impact, rigidity, friction, chin strap strength and 'retention' (making sure the helmet stays in position during impact).
- should state the types of vehicle for wearing a helmet and the road user types required to comply with the standard (rider and passengers)

An accompanying note must also be formulated that should:

- Specify how enforcement agencies should undertake motorcycle helmet roadside inspection and improve compliance; and
- Provide information that can be used in publicity campaigns to raise awareness of the purpose and need of the new standard.
- Facilitate BSTI and BRTA to advocate for changes in related policies, regulation/rules

Deliverable(s):

- Review report on implementation of the exiting BSTI standard on helmets
- Gap report on comparison of the standard with international standards along with suggestions for incorporation in the national helmet standard for Bangladesh
- Accompanying document on helmet enforcement, publicity material and on needed related update of the Road Safety Act, 2018 and rules their under.

Task 4: Comprehensive review of commercial driver training program and development of content for revised commercial driver training program

The primary requirements of this task are to undertake a systematic review of the commercial vehicle driver training program in Bangladesh, develop of curriculum for bystander training, and support BRTA in conducting the training. Based on the findings of the review, the consultant shall develop a technical report outlining the proposed training programs for both drivers and bystanders and the material to be provided. Upon acceptance of the proposal by BRTA, the Consultant shall provide a detailed description of the required components of the national cohesive driver training program in line with international best practices, including the minimum number of hours for each subject and component.

Sub-Task 4.1: Conduct a thorough review of the current commercial driver training programs in Bangladesh and identify gaps therein based on international best practices. The review should address:

- Review of related laws, rules about commercial driver training
- the types of programs being conducted
- the entities conducting them
- the frequency of training program
- their design, content and quality (including any on-road training programs)
- the qualification, licensing and quality control of professional driving instructors
- number and location of existing training facilities
- current capabilities of the existing training facilities to meet estimated demand

Based on the assessment, the Consultant should comment on their adequacy to fulfil both the technical aspects as well as the supply of commercial drivers to meet the burgeoning needs of the industry in Bangladesh.

Sub-Task 4.2: The revised commercial driver training program should address at a minimum, the following:

- **Driving Philosophy**
 - Identify the qualities of a professional driver
 - Identify the responsibilities of large commercial vehicle drivers



- Identify the responsibility of bystander in transport
- **Drivers' Welfare and Fitness to Drive**
 - Identify factors to improve drivers' welfare
 - Identify human factors that influence drivers ability and efficiency in handling incidents
 - Highlight the importance of personal insurance, vehicle insurance, relevance of third party insurance
 - Identify the negative impact of drugs and alcohol on their ability to drive safely and responsibly
 - Identify the negative impact of fatigue on their ability to drive safely and responsibly
 - Identify how emotional states can have a negative impact on their ability to drive safely and responsibly
 - Identify the impact of their physical state on their ability to drive safely and responsibly
- **Traffic laws, rules, regulations, and other relevant laws**
 - Identify the purposes of Road Traffic Act
 - Comply with the driving license requirements
 - Demonstrate the appropriate use of a motor vehicle and trailer on the road
 - Comply with road traffic controls
 - Identify how traffic regulations are enforced
 - Identify other laws, rules and regulations that apply to the road transport sector
- **Road signs classification, signals, and markings**
 - Identify and comply with mandatory, cautionary and informative signs
 - Identify service signs, place and road identification signs/route marking signs for express highways, national highways, state highways and Asian highways.
 - Comply with signs for persons with disabilities, give way and priority signs /markings
 - Comply with speed limit and vehicle control signs, and markings for pedestrians and cyclists
 - Comply with traffic control signals
 - Comply with road markings and edge markings
- **Basic mechanical principles**
 - Optimize vehicle operating costs
 - Carry out minor repair of internal combustion engine
 - Identify the main components of the fuel system
 - Carry out oil and filters changes on schedule, fill the vehicle with appropriate fuel, and check tyre pressure, change windshield wipers.
 - Check battery and ensure jumper cables are carried for jump start
 - Carry out minor maintenance of the electric system
 - Carry out minor maintenance of braking system
 - Carry out minor maintenance of steering system, tires, and wheels
 - Monitor vehicle maintenance schedules
- **Defensive driving**
 - Identify the causes of road crashes and their consequences
 - Apply the basic defensive rules for safe driving
 - Approach and cross junctions safely
 - Apply the hazard drill for safe maneuver
 - Demonstrate the appropriate behavior while driving
 - Manage night driving and fatigue
- **Risk assessment**
 - Identify the risks at the scene of a crash or breakdown
 - Identify actions to take in the event of a crash




- Interact appropriately with the authorities and other parties involved in the crash
- Identify actions to take in the event of a breakdown
- Identify actions to take if the vehicle is no longer fit to continue in service
- Identify common causes of vehicle fires
- Identify the type of fire extinguisher used on vehicles
- Identify the correct operation of a fire extinguisher
- Identify actions to take in the incident of SEA/SH
- **Incident management**
 - Identify the risks at the scene of a crash or breakdown
 - Identify actions to take in the event of a crash
 - Interact appropriately with the authorities and other parties involved in the crash
 - Identify actions to take in the event of a breakdown
 - Identify actions to take if the vehicle is no longer fit to continue in service
 - Identify common causes of vehicle fires
 - Identify the type of fire extinguisher used on vehicles
 - Identify the correct operation of a fire extinguisher
 - Identify the reporting mechanisms and establish more robust referral pathways
- **First aid**
 - Necessity to have a First Aid kit in the vehicle and ability to perform basic first aid
 - Identify the risks of and steps to avoid cross infection of diseases
 - Understand the responsibility of driver to give way for the emergency vehicles
- **Environment and transport**
 - Identify types of emissions produced by motor vehicles
 - Identify products of fuel combustion
 - Identify the direct and indirect impacts of road transport pollution
 - Identify steps taken by vehicle manufactures to reduce pollution
 - Identify government measures to reduce motor vehicle pollution
 - Compliance with Bangladesh's emission standards.
 - Designated/designed training courses for instructors, licensing officers, managers of fleet organization, logistics drivers, buses, hazardous goods vehicle, LMV/HMV and two wheelers
 - Identify driver training institutions
- **Carrying a load**
 - Identify basics of load securing
 - Transport goods responsibly
 - Identify factors that affect vehicle stability
 - Comply with vehicle axle load and dimensional limits
 - Identify classes of dangerous goods
 - Carry and handle dangerous goods safely
 - Carry documents of goods
- **Basics of driving**
 - Drive vehicles of differing sizes and weight safely
 - Check and make adjustments before driving
 - Understand the basic dashboard controls.
 - Use sign indicator
 - Avoid distractions while driving
 - Do not tailgate
 - Carry proper documents



- Be familiar with the vehicle
- Start the vehicle safely
- Change lanes safely
- Stop and park the vehicle safely and responsibly
- Make left and right turns safely
- Change gear safely
- **Reversing**
 - Identify the dangers when reversing
 - Reverse in a straight line, to the left and right safely
 - Identify the additional dangers when reversing with a trailer
- **Negotiating the road safely**
 - Change speed, lane and overtake safely
 - Observe, anticipate, and plan for safe driving
 - Negotiate all types of junctions and crossings safely
 - Apply safe turning principles
 - Be in the appropriate lane (left most or slowest lane)
 - Manage various road surfaces and conditions safely
 - Overtake and be overtaken safely
 - Interact with other road users safely
 - Manage vehicle breakdown safely
 - Slow down and follow all signs at road construction work zones
 - Slow down at accident prone zones.
- **Vehicle checks**
 - Explain the purpose of conducting a vehicle check
 - Necessity to comply with standards
 - Identify what should be checked on an HGV
 - Conduct a comprehensive vehicle check
 - Conduct further checks throughout the journey and at the end of the day
 - Report defects
- **Coupling and uncoupling the trailer**
 - Identify the risks when coupling the trailer
 - Demonstrate safe coupling of the tractor unit (truck) and trailer
 - Identify the risks when uncoupling the trailer
 - Demonstrate safe uncoupling of the tractor unit (truck) and trailer
- **Gender sensitization training and awareness building**
 - Develop a comprehensive training program on gender sensitization and sexual harassment prevention and response targeted at a) staff of project implementing agencies, b) bus drivers, service providers and c) law enforcement agents. The training programs entails training of trainers. The training will promote effective behavioral and attitudinal change, especially for bus drivers and conductors, focusing on sexual harassment prevention and response to ensure road safety. The curriculum should contain – not exclusively – modules covering the following topics:
 - a. What is sexual harassment in public spaces, esp. in public transport?
 - b. Why does sexual harassment in public spaces take place?
 - c. Sessions deconstructing stereotypes, gender, and prevalent myths around harassment from the perspective of women, men, and the society in general.



- d. Sessions around gender equality in the workforce and with respect to women's mobility in public spaces
- e. Sessions deconstructing norms and attitudes towards perpetration of harassment.
- f. Sessions deconstructing norms, behaviors, and attitudes of bystanders of harassment.
- g. Sessions on pro-active behaviors and information on best practices to improve the general safety and address the harassment of women.
- o Support to BRTC in training bus drivers and conductors on bystander interventions as part of sexual harassment prevention and response integrated in the commercial driver trainings (including through facilitating training of BRTC trainers): This will include (a) training of trainers (ToT) workshop with BRTC trainers conducting the training of bus drivers, and (b) support to the BRTC during the roll out of the training to 1,800 bus drivers and 1,800 service providers on selected bus routes (in terms of backstopping the BRTC trainers, co-leading training sessions, etc.).
- o Trainings of law enforcement officials on sexual harassment prevention and response
- o Support BRTC and BRTA to strengthen referral to GBV services by building linkages between BRTA hotlines and GBV service providers.
- o Develop content for a mass media campaign to sensitize road users and other stakeholders on sexual harassment prevention and response.
- o Support BRTA in other activities necessary to conduct an impact evaluation associated with trainings on sexual harassment prevention and response. Please refer to Annex 1 with details on the activities.

The Consultant will also explore identify advanced digital/IT training technologies/solutions that are available to provide cognitive and perceptual skills and present an institutional and financial proposal for a financially self-sustaining and outsourced commercial driver training program. The Consultant will collaborate with women's right organizations and gender experts when developing curriculum.

Deliverable(s):

- A systematic review report of the existing commercial vehicle driver training program, its gaps and adequacy of technical content and resources to meet driver demand.
- A detailed description of the required components of a national cohesive commercial driver training and bystander training program in line with international best practices, which should include proposal for outsourced commercial driver training programs.

Task 5: Develop a gender and inclusion strategy and action plan for BRTA

The Consultant will formulate a Gender and Inclusion Strategy and Action Plan in alignment with the BRSP's objectives with a focus on the emergency response to road crashes and a response system for sexual harassment complaints. The Gender and Inclusion Strategy in transport takes an inclusive view of gender as well as vulnerable groups to include people with disabilities, transgender communities among others. The primary goal of the strategy would be to improve road safety for women by addressing their specific needs in terms of experiences of sexual harassment in public transport, access to post-crash care, access to information on road safety among others. Consequently, the strategy will serve to build institutional capacity to minimize the impacts of road accidents on women and other vulnerable groups, prevent sexual harassment, and provide timely referral services, especially medical and psychosocial care. In this way the Gender and Inclusion Strategy will be integrated into the National Road Safety Strategic Action Plan to be prepared under the project.

The strategy will consider the following aspects while designing and planning⁵:

- o Access – using services and spaces in the public realm, free from constraints and barriers.

⁵ World Bank, 2020, Handbook for Gender-Inclusive Urban Planning Design, International Bank for Reconstruction and Development / The World Bank 1818 H Street NW Washington DC 20433



- Mobility – moving around the city safely, easily, and affordably.
- Safety and freedom from violence – being free from real and perceived danger and risk of SEA/SH/GBV in public and private spheres.
- Health and hygiene – leading an active lifestyle that is free from health risks in the built environment.
- Climate resilience – being able to prepare for, respond to, and cope with the immediate and long-term effects of disaster.

Specifically, the Consultant will:

- Conduct a meticulous review of the existing road safety endeavours in Bangladesh. Collate international good practices and available guidelines on physical accessibility in public transport systems, including vehicle layout and features for people of reduced mobility.
- Discuss with different stakeholders and identify gender and inclusion-related gaps and transportation needs of women and persons with special needs, including other vulnerable communities.
- Building on existing literature, develop the strategy that will cover the following:
 - Develop a set of recommendations on the approaches and interventions to address the existing risk factors and design guidelines that show a) how increasing visibility and participation for disadvantaged groups can promote safety and access to the public realm; b) how proper planning with a gender lens can ensure the full participation of underrepresented voices; c) how better representation can yield innovative designs that serve everyone – not just women – better.
 - Incorporate guidance on gender sensitization, advocacy campaigns/outreach, and capacity building initiatives for multiple stakeholders, focusing on sexual harassment prevention and response to ensure road safety.
 - Identify initiatives to collaborate with civil society organizations to fortify reporting mechanisms and referral pathways for sexual harassment cases.
- Prepare capacity building guidelines for BRTA with regards to gender mainstreaming of the transport policies, especially the national road and safety strategy.
- Develop a guidance document detailing the public service vehicle design criteria to safeguard women and disabled/disadvantaged persons and to mitigate gender harassment in public transport. The following consideration must be given to public service vehicle design:
 1. Floor and gangways
 - a. Slip-resistance
 - b. Priority floor area (absence of steps, priority entrance/exit)
 - c. Priority seats for specified persons
 - d. Degree of floor slope angle
 - e. Minimum gangway width and height
 - f. Wheelchair space
 2. Priority seats
 - a. Minimum number of priority seats for disabled/disadvantaged persons
 - b. Priority seat design (not being able to be tipped, folded or moved; height of seat, depth of seat etc.)
 - c. Priority seat position (only facing the front or the rear of the vehicle) and position in relation to vehicle entrance, how much room in front of seat to gain access
 - d. The controller or conductor positioned to look over the entire vehicle
 3. Steps
 - a. Slip-resistance of each tread
 - b. Design of step nosing (to prevent tripping)
 - c. Height, depth and minimum width of each step
 - d. Maximum difference in height between any two steps




- e. Power-operated steps; not be capable of operation whilst the vehicle is in motion, and be fitted with a safety device which stops the motion of the step if the step is subject to a reactive force exceeding a pre-determined figure
4. Handrails and handholds
 - a. A handrail and/or handhold position (one or both sides of a gangway, min/max height from ceiling/floor etc.)
 - b. Handrail design (minimum/maximum diameter, slip resistance)
 - c. Handrail with Braille information
 - d. Handhold design (loop shape etc.)
 - e. Numbers of handrails and handholds
 - f. Standards prescribed for handrails where wheelchair access is required
5. Kneeling Systems (where a public service vehicle is fitted with a kneeling system)
 - a. Design restrictions of the control/switch (controlled by only the driver)
 - b. Maximum speed permitted to drive when vehicle is in lowered position
 - c. An ability for the vehicle to be lowered even if the entrance/exit door opening mechanism has failed
 - d. Ability for driver to close door/window automatically
6. Communication devices (for security and passenger stopping request)
 - a. Position and location of communication devices (priority for priority seats, height suitable for seated and standing passengers)
 - b. Number of communication devices
 - c. Stated design to prevent inadvertent operation
 - d. Stated audible and visual features for driver and passengers
 - e. Emergency stop button to indicate driver
7. Transit station/Stop
 - a. Design inclusive for all with washroom
 - b. Accessories like Braille info board, Tactile flooring
 - c. Floor signage, informative displays and audio assistive devices
8. Emergency exit plan
 - a. Display plan of emergency escape on fire / others
 - b. Position emergency equipment
9. Digital displays with information for passengers
 - a. GPS location information digital display (Station reached and about to reach station)
 - b. Emergency communication number display (Helpline)
 - c. Do's and Don'ts while travelling

Deliverable(s):

- A brief report on analytical findings regarding the transport behavior, challenges, risks and needs of women and persons with physical needs/physically challenged along with potential indicators to measure the program's impact in this regard,
- A comprehensive gender and inclusion strategy and action plan with detailed recommendations for implementing gender-inclusive approaches in road safety with a realistic implementing process.
- A Gender toolkit for BRTA related to eligibility for a Driving License
- A guidance document detailing the public service vehicle design criteria to safeguard women and disabled/disadvantaged persons and to mitigate gender harassment in public transport



5. REPORTING REQUIREMENTS

The Consultant is expected to carry out the assignment tasks as stipulated in these terms of reference, in very close co-ordination with concerned government agencies, specifically BRTA. The consultant will report to the RTHD, BRTAP and World Bank (WB) team. The consultant will also make presentations to the government agencies, other stakeholder departments and during the WB mission visits, as needed/upon request. Presence of relevant key professionals of consultant along with Team Leader is a must during review meetings and presentations.

The consultant shall complete outputs and deliverables as per the following table:

NB: T- Contract Signing Date

| Task # | Output/Deliverable | Timing (weeks) |
|--------|--|----------------|
| | Inception Report | T + 2 |
| 1(a) | <ul style="list-style-type: none"> Traffic Signs Manual | T + 16 |
| 1(b) | <ul style="list-style-type: none"> Review report on existing Licensing system with gap analysis Recommendations to improve licensing system | T + 10 |
| | <ul style="list-style-type: none"> manual for non-commercial driver Training | T + 12 |
| 2 | <ul style="list-style-type: none"> A detailed technical vehicle inspection manual with pertinent laws, vehicle systems to be included, inspection methodology, and pass/fail parameters | T + 22 |
| | <ul style="list-style-type: none"> Vehicle inspection management policy guidelines detailing the management and administration required to operate the vehicle inspection scheme in Bangladesh. Recommendations about detail planning for VIC establishment in different BRTA locations at district and metropolitan locations including operation, maintenance and calibrations of equipment etc. | T + 26 |
| | | |
| 3 | <ul style="list-style-type: none"> Review report on implementation of the exiting BSTI standard on helmets | T + 28 |
| | <ul style="list-style-type: none"> Gap report on comparison of the standard with international standards along with suggestions for incorporation in the national helmet standard for Bangladesh | T + 30 |
| | <ul style="list-style-type: none"> Accompanying document on helmet enforcement, publicity material and on needed related update of the Road Safety Act, 2018 and rules. | T + 32 |
| 4 | <ul style="list-style-type: none"> A systematic review report of the existing commercial driver training program along with gap analysis | T + 36 |
| | <ul style="list-style-type: none"> A detailed description of the required components of a national cohesive commercial driver training program in line with international best practices | T + 40 |
| 5 | <ul style="list-style-type: none"> Brief analytical report on the transport behavior, challenges, risks and needs of women and persons with physical needs along with potential indicators to measure the program's impact in this regard | T + 42 |
| | <ul style="list-style-type: none"> A Gender toolkit for BRTA related to eligibility for a Driving License | T + 44 |
| | <ul style="list-style-type: none"> A guidance document detailing the public service vehicle design criteria to safeguard women and disabled/disadvantaged persons and to mitigate gender harassment in public transport | T + 46 |
| | <ul style="list-style-type: none"> A comprehensive gender and inclusion strategy and action plan with detailed recommendations for implementing gender-inclusive approaches in road safety with a realistic implementing process | T + 48 |
| 6 | Draft Final Report (DFR) on all tasks | T + 50 |
| 7 | Final Report incorporating GoB comments on the DFR | T + 52 |

6. DURATION AND LOCATION

The duration of the services will be **twelve (12) months** from the time of the contract signature. The services shall be delivered **mainly in Dhaka, Bangladesh**.

7. KEY PERSONNEL AND EXPERTISE REQUIREMENTS

Adequate person months of professional/technical/support staff inputs shall be provided by the selected Consultant as required. Consultants shall have their own estimate commensurate with key staff deployment and overall responsive work and deliverable plan.

Key personnel inputs should be available during the entire assignment period and should be supported by adequate technical support staff person months. The available time of the consultant team on the ground shall be carefully phased to match the work program which will be designed around the client's views of priorities, absorptive capacity and any other GOB factors on sequencing of targets and activities and finalized during the inception stage of these services. Considering the demanding timeline, all team members should be ready and mobilized by the time of the inception report to complete the activities in a timely manner.

Professional qualifications, skills, experience and indicative person-months required are given in the table below. The maximum age limit is 65 years on bid due date for all the key position/personnel mentioned above.

| Expert | Qualifications | Description/Experiences | Person Months |
|--|--|---|---------------|
| KE1: Team Leader and Road Safety Management Specialist (International) | Masters in Transportation Engineering. Training in road safety management will be preferable. | At least 12 years extensive professional experience in providing road safety technical assistance, undertaking road safety management capacity reviews and supporting the establishment of institutional road safety management reform through the development of manuals and guidelines. At least 5 road safety projects in the last 10 years relating to the review of road safety, with 3 of those providing clear advice and recommendations on institutional reform, development of manuals and standards. Demonstrable experience of improving road safety in developing and transitional countries especially in South Asia is preferable. | 12 |
| KE2: Road Safety Engineering Specialist (international) | Graduation in Civil Engineering and Masters in Transportation Engineering. Training in road safety management will be preferable. | At least 10 years extensive professional experience in providing road safety technical assistance, undertaking road safety management capacity reviews and supporting the establishment of institutional road safety management reform through the development of manuals and guidelines. | 6 |



| Expert | Qualifications | Description/Experiences | Person Months |
|--|---|---|---------------|
| | | At least 3 road safety projects in the last 10 years relating to the review of road safety, development of manuals and standards. Demonstrable experience of improving road safety in developing and transitional countries especially in South Asia is preferable. | |
| KE3: Vehicle Inspection Specialist (International) | Graduation in Mechanical/ Automobile Engineering. and Masters in Transportation/ Automobile engineering will be preferable. | The specialist should have a minimum 10 years of experience in Mechanical/ Automobile Engineering with at least six years of exposure in vehicle inspection activities. He/she should have experience of at least 2 similar projects and should have sound in-depth knowledge of South Asian or similar international best practices in vehicle inspections and certification, particularly in the engineering, regulatory, monitoring and evaluation, planning and operational aspects. Extensive experience in the development of technical guidance to support the reform of vehicle inspection systems and establishment of vehicle inspection centres. | 10 |
| | | International: | 28 |
| KE4: Deputy Team Leader/Driver Training Specialist (National) | Masters in Transportation/ Automobile engineering | At least 8 years' experience of designing and delivering practical commercial driver training programs in low and middle income countries. Familiarity with international best practice for commercial and non-commercial driver training programs. Experience of working in driver training field in Asia is desirable. | 12 |
| KE5: Transport Regulations Specialist (National) | Masters in Law, Public Administration or Transportation Engineering . | S/He should have minimum 8 years extensive professional experience in advising on, reviewing and /or facilitating amendment of transport and traffic safety specific legislation at National/Province/State level and at least 2 years of international experience. Familiarity with statutes, regulations and/or rules in the legal framework of Public Sector and Transport related aspects in South Asian context is highly desirable. Experience in legal drafting in relation to preparation of new bills, | 12 |

| Expert | Qualifications | Description/Experiences | Person Months |
|---|---|---|---------------|
| | | regulations, legislative amendments, statutory notices and/or orders would be preferable. | |
| KE6: Vehicle Inspection Specialist (National) | Graduation in Engineering. Masters in Transportation/Automobile engineering will be preferable. | Minimum of 8 years relevant professional work experience, and a background in motor vehicle inspection, vehicle testing equipment and training. Should have a background in motor vehicle inspection, vehicle testing equipment and capacity building. Retired motor vehicle inspection experience would be an advantage. | 12 |
| KE7: Road Safety Engineering Specialist (National) | Graduation in Civil/Mechanical Engineering. Masters in Transportation/Automobile engineering will be preferable. | Minimum 8 years' experience of reviewing traffic sign regulations. Excellent knowledge of current approach towards traffic signing in Bangladesh and the wider region. Experience of working with relevant government agencies in Bangladesh to improve road safety. Experience in developing technical guidance to support capacity building. | 12 |
| KE8: Gender Specialist | Graduate in social sciences with post-graduation in gender studies or equivalent | Experience of 10 years in developing gender and inclusion strategies in the south Asian context and aligning with international best practices. Have an understanding of gender dynamics, social inclusion, and intersectionality within the context of road safety and transportation. Demonstrated expertise in developing and delivering a training curriculum on sexual harassment behaviours, attitudes, and norms to target i) bystander behaviours and norms, ii) victim behaviours and norms, and iii) perpetration of harassment. Experience in working with the civil society organizations and documenting and building referral pathways for victim of sexual harassments and/or other forms of gender-based violence. Experience in capacity building efforts, esp. targeting implementing agencies. | 12 |

| Expert | Qualifications | Description/Experiences | Person Months |
|--------|----------------|--|---------------|
| | | Exceptional analytical, communication and Report writing skills. Have excellent experience in the following fields: (a) Gender mainstreaming strategy developed, (b) Gender Guideline/Toolkit developed for any organization, (c) developed gender sensitization guideline. | |
| | | National: | 60 |
| | | Total key expert input: | 88 |

8. FACILITATION OF SERVICES BY THE CLIENT

On its part, the BRTA will inter alia attend to the following Client responsibilities:

- Introduction letters to relevant government agencies.
- Provide all previous studies related to the scope and tasks of this assignment
- Provide assistance to the consultant in establishing essential contacts in BRTA and concerned GOB departments and agencies, as required for this assignment. However, collecting documents/records/files to carry out the services shall be responsibility of consultants.
- Conduct of review meetings as and when required within Dhaka.

9. ACCOMMODATION & OPERATIONAL SUPPORT RESOURCES

The consultant shall ensure the necessary operating resources, supplies etc. for their team's requirements during the performance of the services and make appropriate funding allocations in the financial part of their proposals for 'office facilities/resources/ supplies/ consumables' costs and for possible accommodation, logistic rental costs. Such costs would be part of lump sum costs and would not be reimbursed separately.

10. CONTRACT MANAGEMENT

- The Consultant shall report on technical matters to BRTA
- The consultant shall report on administrative and fiduciary matters to RHD
- The Consultant shall work closely and directly with BRTA throughout the contract duration to ensure compliance with technical requirements, operational needs, and project timelines.
- The day-to-day oversight of contract implementation, including technical supervision, progress monitoring, and performance monitoring, shall be the responsibility of BRTA. However, RHD shall retain overall fiduciary oversight and contract administration authority as the Contracting Party.
- Invoices & Payment Authorization:
- All invoices for payment must be submitted to BRTA for verification and certification of satisfactory contract completion.
- BRTA shall review, certify, and approve the invoice based on deliverables met as per the contract terms.
- Only upon receiving written approval from BRTA shall the invoice be forwarded to RHD for final payment processing and making the payment.
- RHD shall not process any payments without formal approval from BRTA confirming the satisfactory completion of work.

ANNEX 1: TRAINING ON SEXUAL HARASSMENT PREVENTION AND RESPONSE UNDER THE BANGLADESH ROAD SAFETY PROJECT

The Firm will implement the following tasks in the sequence outlined below. Any deviations in the sequencing of activities should be discussed with the project implementation unit (BRTA) and the World Bank.

Stage 1: Preparatory Work

1. Create a detailed workplan, which specifies the timeline for each deliverable such as recruitment, training, logistics.
 2. Conduct a training needs assessment through stakeholder consultations with bus drivers, conductors, BRTA/BRTC officials, law enforcement officers and other relevant stakeholders.
 3. Prepare a curriculum to address sexual harassment prevention and response on public roads and public transport systems. Two version of the curriculum should be developed – one targeted at bus drivers and conductors, and one targeted at law enforcement officers. Both curricula will be accompanied by relevant training materials (e.g., training manuals, field manuals and handouts, power point slides). The Firm will seek comments from the project implementation unit (BRTA) and World Bank on the draft curriculum and incorporate these comments in the final version of the curriculum.
- Additional guidance for the development of the curriculum: The training methodology and curriculum should be rooted on principles of immersive and experiential learning techniques that promote effective behavioral and attitudinal change, along with new information acquisition. The curriculum should envision sessions that promote sustained change. The Firm should provide proof of knowledge of such curricula. The curriculum should aim to have a minimum of 3 days (for a total of at least 10 contact hours) with participants. The curriculum should contain – not exclusively – modules covering the following topics:
- What is sexual harassment in public spaces, esp. in public transport?
 - Why does sexual harassment in public spaces take place?
 - Sessions deconstructing stereotypes, gender, and prevalent myths around harassment from the perspective of women, men, and the society in general.
 - Sessions around gender equality in the workforce and with respect to women's mobility in public spaces
 - Sessions deconstructing norms and attitudes towards perpetration of harassment.
 - Sessions deconstructing norms, behaviors, and attitudes of bystanders of harassment.
 - Sessions on pro-active behaviors and information on best practices to improve the general safety and address the harassment of women.

The topics above are a list of the minimum topics that the curriculum should cover. The curriculum and training protocol should address the methodology and pedagogical tools to use when training bus employees with rigid beliefs and norms.

4. Pilot the newly developed curriculum with small sets of participants of both target audiences, and report on the lessons learned from the pilot. The purpose of the pilot is to assess the trainees understanding of the content being taught. Revise the curriculum accordingly, and after consultations with the project implementation unit (BRTA) and World Bank.

5. Train master trainers (preferably about 20-30 master trainers) on the newly developed curriculum. The master trainers could be either existing Firm employees or newly recruited trainers for this project.
6. Develop a mass media campaign targeting road users and other stakeholders on sexual harassment and response.
7. Prepare a workplan to build the capacity of the implementing agencies on sexual harassment prevention and response on public roads and public transport systems.

Stage 2: Mapping of referral mechanisms and recommendations

8. Collect data on referral services and pathways available to victims of sexual harassment (incl. location, type, and quality of services) in Dhaka.
9. Prepare a report with recommendations on how to strengthen existing reporting mechanisms and establish more robust referral pathways in collaboration with relevant government agencies and civil society organizations.

Stage 3: Train law enforcement officers and strengthen the capacity of other implementing agencies on sexual harassment prevention and response

10. Master trainers to train law enforcement officers using the curriculum developed under stage 1. The precise number of officers to be trained will be shared at a later stage. Trainings of officers are expected to be of a lighter version (4-5 hours) compared to the main curriculum targeting bus drivers and conductors.
11. Provide logistical support to master trainers as training is being conducted.
12. Provide regular updates and conference calls during the training to ensure smooth implementation. Any incidents should be promptly communicated to the project implementation unit (BRTA) and the World Bank.
13. Track trainees' attendance and satisfaction with the training content and materials (e.g., through a short survey).
14. Conduct additional capacity building and sensitization sessions (using the workplan developed under stage 1) with relevant implementing agencies.

Stage 4: Training of BRTC trainers and roll out of sexual harassment prevention and response curriculum with bus drivers/conductors (expected duration 3-4 months)

15. Review the training curriculum targeted at bus drivers and conductors based on the feedback received from the training of law enforcement officers. If relevant, make necessary changes.
16. Master trainers to conduct a 5-day ToT workshop with BRTC trainers (about 20-30 trainers) on the newly developed sexual harassment prevention and response curriculum.
17. Provide logistical support to master trainers as training is being conducted.
18. Provide regular updates and conference calls during the training to ensure smooth implementation. Any incidents should be promptly communicated to the project implementation unit (BRTA) and the World Bank team.
19. Provide support to the BRTC during the roll out of the training to 1,800 bus drivers and 1,800 service providers on selected bus routes. It is expected that the roll out will require a two-team training team per batch such that each team is composed of at least one trainer from BRTC – trained as described in point 16 – and one master trainer contracted by the Firm and trained as described in point 5).
20. Track trainees' attendance and satisfaction with the training content and materials (e.g., through a short survey).



Additional guidance for the implementation of the training: In terms of implementation, participants enrolled in the training should be allocated into small-group batches (no more than 25 people per batch). The training will be implemented by the trainers of BRTC – trained by the Firm – with the assistance of the master trainers trained by the Firm. The Firm is expected to ensure the training is of high quality and that trainers are well-equipped to deliver the curriculum.

Stage 5: Mass media campaign and reporting

21. Roll out of mass media campaign developed under stage 1.
22. Draft a report, detailing the overall organization and execution of the training on sexual harassment prevention, lessons learned from the pilots, trainee satisfaction data, etc.).

A. DELIVERABLES

The Firm will prepare the following deliverables:

Stage 1: Preparatory Work

1. Focal point identified to oversee all activities and manage communications with the project implementation unit (BRTA) and World Bank team.
2. Workplan, which specifies the timeline for each deliverable described in this section of the TOR, and provides additional details on the recruitment, training, and logistics.
3. Training needs assessment.
4. Draft curriculum to address sexual harassment prevention and response on public roads and public transport systems; one version targeted at law enforcement officers and one version targeted at bus drivers.
5. Revised curriculum (in English and Bangla) to address sexual harassment prevention and response on public roads and public transport systems; one version targeted at law enforcement officers and one version targeted at bus drivers.
6. Training materials, field manuals and handouts, and power point slides (in English and Bangla).
7. Pilot training and report.
8. Training of master trainers conducted.
9. Content of mass media campaign targeting road users and other stakeholders on sexual harassment and response.
10. Workplan to build the capacity of the implementing agencies on sexual harassment prevention and response.

Stage 2: Mapping of referral mechanisms and recommendations

11. Data on referral services and pathways available to victims of sexual harassment
12. Report with recommendations on how to strengthen existing reporting mechanism and establish more robust referral pathways. Report to identify potential service providers for collaboration on referral services.

Stage 3: Train law enforcement officers and strengthen the capacity of other implementing agencies on sexual harassment prevention and response

13. Training of law enforcement officers.
14. Report from the roll out of the training with law enforcement officers.
15. Data on trainees' attendance and satisfaction with the training.
16. Report on any additional capacity building and sensitization sessions conducted with implementing agencies.



Stage 4: Training of BRTC trainers and roll out of sexual harassment prevention and response curriculum with bus drivers/conductors

17. Final training curriculum and training materials for bus drivers and conductors (in English and Bangla)
18. 5-day ToT workshop with BRTC trainers and roll out of the training to 1,800 bus drivers and 1,800 conductors.
19. Data on trainees' attendance and satisfaction with the training.
20. Report of lessons learned from the 5-day ToT with BRTC trainers and roll out of training to bus drivers.

Stage 5: Mass media campaign and reporting (expected duration 1 month)

21. Campaign materials (e.g., leaflets/posters, advertisements, etc.) in Bangla (with English translation)
22. Final report summarizing the activities conducted under the consultancy.

SKILLS AND COMPETENCIES NECESSARY FOR GENDER AND SEXUAL HARASSMENT PREVENTION AND RESPONSE ACTIVITIES

The Firm must meet following skill requirements and qualifications:

Required:

- Demonstrated expertise in developing and delivering a training curriculum on sexual harassment behaviors, attitudes, and norms to target i) bystander behaviors and norms, ii) victim behaviors and norms, and iii) perpetration of harassment.
- Demonstrated expertise in developing and implementing a training curriculum with groups of men covering topics such as gender norms or gender-based violence.
- High degree of familiarity with the Bangladesh cultural context.
- Strong understanding of gender mainstreaming and the ability to integrate gender perspective into road safety initiatives.
- Experience in working with the civil society organizations and documenting and building referral pathways for victim of sexual harassments and/or other forms of gender-based violence.
- Experience in capacity building efforts, esp. targeting implementing agencies.

Preferred:

- Demonstrated in-country knowledge and experience on transport and/or gender programs in Bangladesh.
- Experience in conducting trainings with law enforcement officers and/or similar stakeholders.
- Experience in conducting training with bus driver and conductors.

 