1. About Bangladesh Red Crescent Society: The Bangladesh Red Crescent Society (BDRCS) was constituted vide President's Order no. 26 of 1973. The name and emblem of the BDRCS was changed from Red Cross to Red Crescent in April 1988. Being an auxiliary to the Government of Bangladesh, the BDRCS implements various humanitarian activities throughout the country. Significant activities are: Disaster Risk Reduction, Post Disaster Emergency Response/Recovery, Disaster Management (DM), Cyclone Preparedness Programme (CPP), Vulnerability to Resilience (V2R) Project, Urban Disaster Risk Reduction (UDRR) Programme/Project, Health Services (Post Disaster Emergency Services and provide health services through hospitals, rural health/maternity centers), collection and distribution of safe bloods, voluntary services (motivate and involve students and youths), ambulance service, training, tracing/Restoring Family Links (RFL) and dissemination of Red Cross and Red Crescent Principles and Humanitarian values etc.

Globally, BDRCS is a part of the International Red Cross and Red Crescent Movement and a member of the International Federation of Red Cross and Red Crescent Societies (IFRC), the permanent body of liaison and coordination between national Red Cross and Red Crescent Societies which is based in Geneva, Switzerland.

2. Training conducted by BDRCS: In order to spread knowledge and develop capacity of the communities to meet the needs in emergencies, BDRCS Training Department provides in-house trainings for BDRCS employees, members and volunteers along with regular trainings being organized for different local, national and international organizations.

2.1 First Aid (day long Introduction, 3 days and above basic and day long refreshers) Contents: Introduction to First Aid, Choking, Cardio Pulmonary Resuscitation (CPR), Shock, Bleeding and its management, Wounds & dressing of wounds, Burn & electrical injuries, Fit, Fainting & Unconsciousness, Bone fracture, Poisoning, Bites and Transportation of Casualties etc. We also include/provide drowning, basic fire safety/fighting on request and both parties' agreement (depending on requirement).

2.2 Search & Rescue (3/4/5 days, depending on requirement) Contents: Introduction to Search & Rescue (SAR), Objectives/aims, Steps, Survey and Stages. Personal Protective Equipment (PPE), Emergency rescue methods including transportation of causalties, Introduction to First Aid, Cardio Pulmonary Resuscitation (CPR), Bleeding and control of bleeding, Rope: Terminology, types, importance, use and care, Knot: types and different hitches and use of knots, Stretcher: use, making improvised and handling of stretcher, Techniques of confined and high raised rescue. Mass casualty management including role play. Lashing: types and use of lashing, Water rescue: tools and techniques, swimming and floating aids and making raft (as per requirements) etc.

2.3 Disaster Management (DM): Contents: Disaster: Concept, definition/terminology, global and Bangladesh perspective, Disaster cycle, DM: concept, global and Bangladesh context, DM mechanism, role of different organizations, DRR: concept, local capacity building, local coping mechanism, contingency plan, community organization, community empowerment, DR: Concept, Response Management (post disaster/emergency damage & needs assessment, beneficiary selection, distribution, documentation, reporting, coordination), DR tools: national and global tools/guidelines (i.e. Code of Conduct, SOD, SPHERE Standard) etc. (the contents will be selected and finalize as per requirements)

2.4 Other courses: We also design and provide special courses on Early Warning (Cyclone), Sea Safety & Cyclone Shelter Management, Fire Safety & Management and Earthquake Preparedness & Response. Duration and contents of each course is determined on a case by case basis and are recommended for the concerned organizations.
3. **Training methodology:** The trainings are mostly practical oriented using different methods such as Lecture, Visual materials (i.e. OHP/Multimedia presentation, Flipchart, video show), simulation, demonstration, practice, group work, role play etc. Each course starts with Pre-evaluation to assess understanding of individual growth with received training. While Post-training evaluation is conducted to assess their understanding on completion of the course.

4. **No of participants:** Standard size of participants for each course is not exceeding 25.

5. **Language:** Trainings are conducted popularly in Bangla. However, on special request/circumstances (i.e. involving foreign nationals and or non-Bangla speaking personnel) we also provide trainings in English.

6. **Training Fee:**

   6.1. **Duration of training is 3 days:**

       **6.1.1 Training conducted in BDRCS Training Room, Dhaka**

   With request from concerned organization, BDRCS Training Dept. may organize and conduct training in its own Training facility located at the BDRCS National Headquarters, Dhaka. In which case the following rates is applicable:

<table>
<thead>
<tr>
<th>Venue charge</th>
<th>Training Fee (# of Participants 16* &amp; above)</th>
<th>Training Fee (# of Participants up to 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National organization</td>
<td>Intl. organization</td>
</tr>
<tr>
<td>8,000.00/day</td>
<td>950.00/Participant/Day</td>
<td>1,450.00/Participant/Day</td>
</tr>
</tbody>
</table>

*16 & above means participants not over 25

**Responsibility of BDRCS:** Venue, logistic/training materials, Participant kit (includes File/Folder, Note book, Handout/Hand book, Pen, Name tag.), Food/lunch & Refreshments (either as per choice of food package cost or additional payment on special request. Menu is as Annex) and certificates on successful completion.

**Responsibility of Concerned Organization:** Transportation of participants to/from BDRCS NHQ, Dhaka.

6.1.2 **Training conducted outside of BDRCS (within Dhaka):**

   With request from concerned organization BDRCS Training Department also conducts trainings outside of BDRCS (within Dhaka). In which case following rates/charges are applicable:

<table>
<thead>
<tr>
<th>Venue charge</th>
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<th>Training Fee (# of Participants up to 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National organization</td>
<td>Intl. organization</td>
</tr>
<tr>
<td>Not applicable</td>
<td>950.00/Participant/Day</td>
<td>1,450.00/Participant/Day</td>
</tr>
</tbody>
</table>

*16 & above means participants not over 25

**Responsibility of BDRCS:** Participant kit (includes File/Folder, Note book, Handout/Hand book, Pen, Name tag and certificates).

**Responsibility of organization concerned:** Venue, necessary Logistic other than participants’ kit (i.e Multimedia, White board, Marker etc.) morning snack, lunch, and evening snack and accommodation for participants and trainers/facilitators and Transportation of participants (if required) and trainers/facilitators to/from Dhaka/duty station.

6.1.3 **Training conducted outside of Dhaka:** With request from concerned organization, we conduct training outside of Dhaka as well. Similar Terms & Fees will be applicable as stated under clause no. 6.1.2.

6.1.4 **Additional cost:** In case of Search & Rescue Training an additional 5,000.00 (lumpsum), considering additional cost for procurement of equipment, for each course shall be applicable for the concerned organization. Again, concerned organization shall realize full responsibility for transportation of training materials and equipment from BDRCS NHQ to the training location.
6.2 Day long Training/Introductory Training/Orientation/Refreshers:
- Training/Introductory Training/Orientation/Refreshers conducts in BDRCS Training Room, Dhaka Training Fee is 23,000 and venue charge (8,000.00 fixed) with 25 participants at maximum of any nature of organization i.e. national or intentional.
- For day long event conducted outside of BDRCS within Dhaka, Training Fee is 23,000.00 up to 25 participants from any organization i.e. national or international.
- In the event where a day long event conducted outside of Dhaka and Trainers return on same day, Training Fee is 28,500.00.
- In the event where a day long event conducted outside of Dhaka and Trainers need to spend night, Training Fee is 34,500.00.

In an event, where # of participants exceed the standard (25 Participants) training fee shall be determined on a pro-rata basis (i.e. Fee/25 X additional # of participants) though mutual consent.

Responsibility of BDRCS: Participant kits (i.e. File/Folder, note book, Handout/Hand book, Pen, Name tag.), certificates and logistics will be provided by BDRCS. If the training is held in BDRCS training room, the venue rent @ Tk. 8,000.00/day will be charged to the recipient organization and on payment food/lunch & refreshments as per either choice of food package-cost or additional payment on special request (Menu is as Annex) will be offered.

Responsibility of organization concerned: Venue, Logistics/training materials (Multimedia, White board, Marker etc.), morning snack, lunch, and evening snack and accommodation for participants and trainers/facilitators and transportation of participants (if required) and trainers/facilitators to/from Dhaka/duty station.

6.3 Individual participant: An individual national/international participant may also attend in any type of 3-day long training paying tk. 5,500.00. Student may also attend any such Training by paying 3,000.00 (Three thousand) as Training Fee.

7. Other terms and conditions (Tax/Vat): BDRCS, being a non-profit humanitarian organization, is exempted from paying Income Taxes, and therefore no tax shall be deducted from the training fees. As buyer/recipient, the concerned organization shall be responsible for paying VAT. On requests, VAT (as per rules) may be included with the training fee.

8. Contact and agreement/registration : Interested organization(s) may contact BDRCS Training Dept. either by mail at training@bdrcs.org or over phone (BTCL: 8311508; Mobile: 01819-274409) to express to organize/host training seasons mentioning title, proposed/expected time/date, venue # & type of participants etc. On determination of dates by the BDRCS Training Dept. an AGREEMENT to be signed by both the parties and among appropriate representatives.
An individual may also contact to express his/her interest to attend a course. On determination of dates by the BDRCS Training Dept, he/she must fill out a REGISTRATION FORM appropriately signed and send to the Training Department.

9. Mode of payment: On completion of a course, the Training Department submits an INVOICE/BILL to the concerned organization. Payment is to be made either by Pay Order/DD or Crossed Bank Cheque in favor of “Bangladesh Red Crescent Society, Account # 0119200004054, Sonali Bank, Moghbazar Branch, Dhaka” within one week on submission of the Invoice/Bill.

N.B: It is noted that, other than mentioned courses the intended operations may be accomplished as per agreement based on both parties' negotiation. In that case the relevant cost is needed to be determined separately.