

NOBO JATRA – New Beginning

A USAID FOOD FOR PEACE TITLE II DEVELOPMENT FOOD ASSISTANCE PROGRAM

Terms of Reference (TOR)
For
Developing Video Documentary on Early Marriage and Life Skill Based Education
(LSBE)

Shushilan
April 2019

I. Background of the Assignment

I.1 Introduction

'Nobo Jatra, a five-year USAID Food for Peace Title II Development Food Aid Project commenced in September 2015 and will come to end in September 2020. Led by World Vision Bangladesh (WVB), Nobo Jatra is a shared commitment with World Food Programme (WFP) and Winrock International (WI) as sub grantees and is implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh. Project implementation is in the south west coastal areas of Bangladesh, in four Upazilas (sub districts) under two districts; Dacope and Koyra in Khulna; Shyamnagar and Kaliganj in Shatkhira covering 856,116 direct beneficiaries.

The goal of Nobo Jatra program (NJP) is to improve gender equitable food security, nutrition and resilience of vulnerable people in Bangladesh. Thus, gender is a cross-cutting mechanism through all the components of the program. Through this, women and girls are being able to better exercise their choice, negotiate for their rights and improve social/family structure through active participation. Some of the important segments of the gender component of NJP are: Men Care groups, life skills based education sessions, leadership training, and awareness raising at the community level as well as within the government and local government system to ensure reduction of child marriage rate. NJP also make the adolescents and their guardians aware of the consequences of **child marriage**.

I.2“Marriage Not Before 18” Campaign to reduce Child Marriage:

To influence reductions in early marriage and concomitant reductions in adolescent pregnancy, Nobojatra Project is transforming the attitudes and practices surrounding early marriage, especially among influential groups, including religious leaders, birth attendants, fathers and mothers-in-law with awareness and behavior change campaigns. The campaign initiated SBCC interventions included dedicated radio spots, theater performances, billboards and distribution of other materials (e.g., stickers and leaflets). In particular, SBCC messaging has tailored to reach multiple audiences, including fathers and grandmothers (as key influencing groups and decision makers), as well as mothers and adolescent girls and boys. Nobojatra project also is working for the Engagement and sensitization of other influential group and Child Protection Committees (CPC) to report and prevent cases of early marriage.

I.3 Life Skill Based Education (LSBE):

Life Skill Based Education (LSBE) for adolescent boys and girls is one of the major intervention of Nobojatra Project under Gender component. Through this LSBE sessions the secondary school students (Boys & Girls) as well as drop out students of community whose age are between 12-18 years are learning basic elements of Life skills, self-realization, decision making, stress mitigation, effective communication, producing innovative ideas, child protection, gender equity, reproductive health, importance of birth registration, consequences of child marriage, child trafficking, drug addiction, as well as basic knowledge on wash & hygiene, disaster risk reduction, nutrition & homestead gardening, sexual harassment etc.

Nobojatra Project is working with 142 secondary schools for LSBE sessions as well as at community level with school drop out students for their life skills development. There are 24 sessions are conducting in 6 months. After completing the course a colorful graduation ceremony is arranged with the presence of respective department officials, UNO, community elites and through this event students

of these groups recognized as graduates and certificates have been providing to every student for completing the course.

2. Assignment Summary

Title	Documentary on Early Marriage and Life Skill Based Education (LSBE)
Assignment Type	Documentary
Number of Assignment	2
Duration	Documentary on Early Marriage: 2.5-5.0 Minutes (Maximum)
	Documentary on Life Skill Based Education (LSBE): 2.5-5.0 Minutes (Maximum)
Language	English with Bengali subtitle and Bengali with English subtitle
Primary Methodologies	Visual documentation of Nobo Jatra works from the field, interview of different stakeholders including primary, secondary and tertiary stakeholders both in fields, district and national level.
Assignment Start and End Dates	Start 15 May, 2019 End 25 June, 2019
Last Date of Proposal Submission	04 May 2019

3. Expected Deliverables

- Story board with short division in consultation and collaboration with gender team of NJP and Shushilan.
- Nobo Jatra technical team will review the contents and provide necessary feedback.
- 2 pieces of documentaries; 1 on early marriage and another 1 on Life Skill Based Education (LSBE)
- Each documentary will be 1080p (HD1920 x 1080 pixels) 25 frame per second format, 16:9 ratio and stereo sound quality.

4. Contents of the Documentary

- a) Capture the real impact that early marriage and women have brought into their own lives through initiatives carried out by the Nobo Jatra Gender program.
- b) Nobo Jatra and its implementing PNGO Shushilan has previous experiences of change making processes in early marriage and women's lives. The project facilitated women to play a positive role in improving the cohesion of dignified lives and as a constructive force in their communities. The video will be captured all information related to early marriage.
- c) Capture the real impact of Life Skill Based Education (LSBE) at school & community as well as at the household level.
- d) The documentary will feature:
 - Impact happened through early marriage in the community.
 - What changes happening in the field (visible changes in women's lives)
 - How many women and girls living in remote villages are involved in the program
 - Girls/Adolescent are enabled to bring changes into their lives.
 - Women and girls become conscious about their rights and entitlements as equal human beings

- Adolescent gained self-confidence
- Adolescents became aware of self-identity
- Girls reclaimed dignity through their own struggles,
- LSBE (involvement of school & School dropout students' program related lessons learnt - challenges, successes and best practices)

5. Time Frame

The individual/ organization will be engaged for 45 working days after signing the agreement. The documentary must be finalized by 25 June 2019 by addressing all the feedback from the client. For the assignment following time frame will be followed.

Activity	Time
Initiation of the task	As agreed
Preparation of the storyboard in consultation and collaboration with urban team	As agreed
Videography and Key Informant Interview	As agreed
Sharing the first version of the documentary	As agreed
Receiving and incorporating feedback of the Nobo Jatra GenderComponent and sharing the second version of the documentary	As agreed
Sharing the final documentary after addressing all the feedback and comments	As agreed

6. Process:

Pre-production phase:

- Filmmakers will submit a proposal on the basis of ToR with detail work plan, timeline and budget.
- Desk study: Nobo Jatra-Gender component will share all the relevant documents with the filmmakers.
- Filmmaker will write script about the film and further campaign as well as share with WVB and Shushilan
- Planning of the documentation.

Note: Shooting locations will be different areas (4 Upazila in Khulna & Satkhira District : Dacope, Koyra, Kaliganj & Shyamnagar Upazila); Voice over needs to be in Bangla and English.

Production phase:

- Outdoor shooting in the field areas
- Gathering field footages of (a) women groups, (b) community engagement (c) Service providing institutions (d) Adolescent girls& boys (e) School Teacher & SMC members etc.
- Taking interviews of (a) women, (b) community leaders, (c) public representatives, (d) Adolescent girls& boys (e) School Teacher & SMC members etc.
- Insert still picture, case studies, stories, beneficiaries quote, public statement etc.

Post production phase:

- Editing, voice over, sub-title and graphics
- Developing preview copy
- Final editing
- Deliver final draft

7. Payment terms and conditions

Payment will be made through Account Payee Cheque or Straight to Bank (S2B)/ online transfer after successful completion of services and all deliverables as required and approved by the Shushilan representatives.

VAT/TAX will be deducted as per GOB rules from the total amount. Payment will be made either in installments or after successful completion of the assignment (as agreed upon).

8. Confidentiality and copy right

All the documents including the visual prepared during the assignment will be treated as the property of Nobo Jatra. The documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of USAID. Copy write issues must be follow the international guideline.

9. Role of Stakeholders

The work will be completed under the leadership of Nobo Jatra program Gender Component Manager and Shushilan with the support of field team and other team members from strategic technical support team. The external stakeholders will be engaged based on the relevance of networking and coordination opportunities for validation of information through approval meeting.

10. Required Skills and Competencies of the Consultant/consulting Firm

It is preferred that an individual/ a group of consultants/ a consulting firm with **diverse backgrounds** in the field preparing documentary employed for this consultancy. Desired **skills include experience with preparing documentary in the Gender context.**

11. Guideline for Application Procedure:

The proposal(duly signed) should comprise the following sections, observing the given page limit. Hard-copy/soft copy proposal including relevant documents as mentioned in the application submission information section number-10. The subject line should read “Documentary on Early Marriage and Life Skill Based Education (LSBE)”

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment (Not just copied and pasted from the ToR content)	1 Page
Proposed Methodology	1/2 Pages
Work Schedule	1 page
Team composition and rationale for team selection	1 pages
Any other relevant information (only if required)	1 pages
Financial Proposal	
Budget, detailing:	



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- Consultancy days and fees (days should be mentioned for key member of the team)
- Travel and accommodation
- Any other expenditure (please mention nature of expenditure)
- 15% VAT and 10% tax
- Total amount

12. Application Submission Information:

Proposals which includes technical proposal, financial proposal, experiences/organizational profile, legal documents (Trade license, VAT & TAX certificates, Mushak-II) should be submitted by e-mail attachment to: procurement@shushilan.org or hard copy to: Chief Executive, Shushilan, House # 155, JaliSharoni, Rayermahol, Boyra, Khulna-9000 within or before **04 May 2019**.

General Terms and Conditions and final arrangements will be outlined in the final consultancy agreement.