

**Terms of reference (TOR)**  
**For developing a Video Documentary on Child Friendly Local Governance**  
Child Friendly Local Governance (CFLG) Project

**1. Background**

Within the governance structure of Bangladesh, local government is critically positioned closest to the children, giving them the scope to interact with children and contribute most meaningfully in realising child rights in the country. Strengthening the local governance framework thus has the potential to benefit all children across the country, particularly the most disadvantaged through better and participatory planning and investment.

While a number of organisations have contributed to local government strengthening in the country, engagement of non-government agencies in addressing the distance between local government and children has been insignificant. The resultant non-participation by children and the lack of accountability has hindered access of children to essential health, education, sanitation, social protection and other services and caused inefficiency in the service delivery system. These issues severely hamper the development opportunities for children of all age.

The Child Friendly Local Governance (CFLG) project seeks to address this gap by promoting responsiveness of local government institutions to children's issues through facilitating constructive dialogue between all stakeholder groups. Such an environment enables the children to participate in local government's planning and decision making processes, including resource allocations to respond to children's needs. Currently, the project is being implemented directly in 19 Union Parishads, 1 Municipality and 2 Upazilla Parishads of Satkhira district and 4 wards of Dhaka North City Corporation. However, the project is also being implemented in selected UPs and City Corporation wards of Kishorganj, Rajshahi, Dhaka, Meherpur, Mymensing and Gazipur districts through other integrated projects and strategic partnerships.

**2. Project beneficiaries:**

Children, Adolescents, Youth, Locally elected bodies, Government officials, Civil society, Lawyers, Teachers, Community leaders, Religious leaders, Law enforcement agencies (police), Service providers, Local Members of Parliament and Officials of the Ministry of Local Government Rural Development and Cooperatives (MoLGRD&C)

**3. Project Overview:**

Child Friendly Local Governance (CFLG) comprises a rights-based child programming approach and a set of social accountability initiatives that, in concert, work to facilitate, promote and institutionalize the empowerment and participation of children and adolescents in the governance arrangements at the local level. The main objective of CFLG project is to facilitate civil society organizations, children and communities to advocate for open and resilient institutions that deliver children's rights. CFLG places children and adolescents at the centre of the development agenda of local government, supports the

capacity of local government to empower children and finally CFLG effectively mainstreams the principles of good governance – accountability, transparency and responsiveness.

#### **4. Objectives of the Video:**

The main objective is to document and capture the CFLG approach and achievement. The audio visual documentation has the following key objectives:

- To showcase child participation in the public decision making
- To showcase child friendless of the local government authorities and resource allocated for children
- To showcase improvements in provision of services for children
- To showcase outcome of the interaction and real impact in the lives of the children

#### **5. Target Audience:**

*Primary target group:* Local Government officials, Ministry officials, Policymakers or power holders, Donor community, Civil Society.

*Secondary target group:* The video will target community population in general and children to create awareness on the impact of child friendly local governance approach.

#### **6. Scope of work**

- Undertake a desk review of project document, progress reports and other relevant documents to have a clear understanding of project objective and outcomes.
- Based on the review and analysis, prepare an inception report including a clear cut methodology, script, time frame and steps to be followed to undertake the above documentary.
- Take feedback on the script from BTS, SEEP and Save the Children.
- Refine the methodology based on the inputs and comments and prepare a checklist of themes to be included in the documentary and finalize the script.
- Produce strong visual content about capacity building of children, local government authorities and other stakeholders, child forum activities, child participation in ward shova, dialogue session and budget planning meeting, complaint & response mechanism, access to services and accountability towards children.
- Undertake field visit for the collection of information with local stakeholders, communities and institutions.
- Visual content is subject to approval against the concept note, cost estimation, script/draft and rough-cut.
- The duration of the video should be 4 minutes covering all the component of CFLG approach.
- The documentary shall be submitted in mixed and unmixed forms in Digital tapes or Beta-cam tapes, DVD and VCD format, in consultation with Breaking the Silence (BTS), SEEP and Save the Children.

#### **7. Methodology (suggestive)**

- The consultant/firm will develop an understanding of the subject, collect information, resources and material and come out with concept note for effective communication of the messages.
- The consultant/firm will then develop script for the Audio-visual documentaries in consultation with the authorized representative, and submit for approval.

- Script approved by the Breaking the Silence, SEEP and Save the Children will be taken up for production in accordance with the production schedule.
- The production schedule will have detailed time-line for all the sub-activities, like finalization of locations, shooting days and dates, voice recording, mixing, editing and finalization of the output in the form of master copy and multiplication, wherever required.
- Presentation of rough-cuts for approval
- Final copies in the prescribed format

The assignment will have to be completed in 25 days over a period of two months after signing of the contract:

<b>Activity</b>	<b>Days</b>
Finalization of the concept	2
Develop script	3
Finalization of script with feedback from BTS, SEEP and Save the Children	2
Shooting	10
Editing	5
Finalization of the video with feedback from BTS, SEEP and Save the Children	3

#### **8. Deliverable**

The selected consultant/firm will provide the following deliverables after getting confirmation from Breaking the Silence:

- a. A detail work plan following the time line of the assignment
- b. Detail script in Bangla and English, storyboard
- c. Submit all raw footage to BTS, SEEP and Save the Children
- d. Master copy of the completed (4 minutes) video documentary in both Bengali and English along with the subtitles following the approved script.

#### **9. Copyrights**

Copyrights for the documentary and all materials, content and output associated with this project will be fully reserved by Breaking the Silence, SEEP and Save the Children.

#### **10. Time Frame**

The assignment will be carried out between June 15 and August 15, 2018.

#### **11. Budget and financial terms**

Total budget for this video documentation is approximately BDT 4, 85,000.00 (Four Lac and eighty thousand only). The budget will include all necessary costs including VAT and Tax. Payment will be made through "Account Payee Cheque" in favour of consultant after making necessary deduction of tax and VAT according to prevailing laws of Bangladesh as per schedule below:

- 40% after signing of the contract.
- 30% after submission of draft documentary, and
- 30% upon submission of final deliverables and acceptance thereof.

#### **12. Documentary Area**

Satkhira and Dhaka district.

### **13. Expected profile of consultant/firm**

The Consultant/Agency is expected to have:

- Demonstrated experience in video documentary development
- Strong track record of making powerful documentaries that achieve a specific outcome
- Clear understanding about the issues of ageing including documenting experiences on child rights and governance
- Ability to develop visual materials in English and Bangla that can give impact
- Ability to work in a team
- Openness to change and fast adaptability to unforeseen events

### **14. Additional Responsibilities**

The consultant/firm will be responsible for the following:

- Follow the Terms of Reference and Breaking the Silence guidance
- Review relevant project documents and work in close collaboration with the BTS and Save the Children
- Explore project team for understanding/views about project activities, achievements, learning and challenges in its implementation
- Develop a suggested plan and schedule for roll out plan in consultation with BTS along with a clear and detail work plan that reflects the timeline/deliverables to the point to ensure huge support required from BTS
- Prepare break down of budget for the entire process
- Prepare a script, story board and narration for overall project documentary
- Compose/provide any necessary background music/audio for the videos
- Finalize the documentary based on evidence from desk review and field works.

### **15. Submission Procedures**

The respective consultant/firm or group of consultants is requested to (i) submit a letter of interest (1page), (ii) a brief technical proposal (focusing on objectives, methods and approach, draft idea of the documentation) and (iii) financial Proposal with recently updated CVs of professionals to be involved in the documentary development.

Interested consultant/firm should submit the proposal (technical & Financial) for the above mentioned tasks by 30<sup>th</sup> May 2018 to the address mentioned below:

Executive Director

Breaking the Silence

2/4, Blck-G, Lalmatia, Mohammadpur, Dhaka-1207

For electronic submission, please ensure all documents in PDF format (less than 5 MB) are submitted to [jobs@breakingthesilencebd.org](mailto:jobs@breakingthesilencebd.org).