



Promoting gender justice for women workers in the Readymade Garment sector and advocating women's safety during local commute and public spaces in Bangladesh project.

Terms of Reference (ToR) for Consultancy/Firm Engaging for Impact Story Documentation and Media Publication

ABOUT THE PROJECT:

The Ready-Made Garments (RMG) sector is the major driver of growth for the Bangladesh economy and the biggest earner of foreign exchange. Even though women form an overwhelming majority of the RMG workforce in Bangladesh, efforts to protect their rights in the workplace, to protect from violence, are relatively limited. Women accept jobs under harsh and challenging conditions, and are reportedly subjected to discrimination on many fronts, including sexual harassment, denial of maternity leave and/or benefits. The High Court Guidelines (stated in WP No. 5916, 2008), to ensure prevention and protection against sexual harassment in the workplace, binding on all authorities and private bodies (pursuant to Article 112 of the Constitution) are not yet fully complied with.

Shojag coalition's journey to end gender-based violence at workplace in Bangladesh started in 2017. It has implemented two projects as a coalition a. Ending Gender Based Violence in Garments Sectors (GFW) and b. Demanding accountability of the corporate actors to ensure the labour and human rights of the workers impacted by COVID 19 driven economic crisis (FORGE).

The Coalition has partnered with the factories to strengthen institutional mechanisms to enable safe reporting of gender-based violence within factories and build capacity of female garment workers as Shojag Sathi to promote women's leadership at factory level with increased knowledge on human rights, gender sensitivity, leadership, and combatting VAW.

The project's goals were to reduce violence against women in the garment industry by raising awareness, strengthening private and public sector capacity, preserving female employees' rights and legal entitlements, and involving factories in systemic change across the industry. The coalition's goal is to alleviate gender inequality in Bangladesh through reducing violence against working women and girls.

At present the Shojag coalition has launched a project named "Promoting gender justice for women workers in the Readymade Garment sector and advocating women's safety during local commute and public spaces in Bangladesh". The project's objective is to develop the capacity of civil society organizations (CSO) involved in women workers' rights to reduce violence against women (VAW) and uphold gender equality in the Readymade Garment (RMG) factories and public places in Bangladesh. More specifically, the project aims to facilitate women garment workers, including the Shojag Sathis, to be aware of their protection rights and speak out against gender-based violence (GBV) and be able to safely report gender -based violence



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with access to comprehensive support services (legal and psychosocial) in the workplace. It will target communities and key stakeholders in public spaces and commute to be sensitized and informed on gender-based violence and women workers to feel safe in these spaces. It will also facilitate the government, trade bodies, and buyers in the garment industry to support the protection of women's rights to representation and safety in the workplace, and factory management in 30 factories to be held to account by those stakeholders.

Shojag (awaken) is a coalition formed in 2017 consisting of Bangladesh Legal Aid and Services Trust (BLAST), Naripokkho, and Christian Aid, established with the aim of ending gender-based violence at the workplace in Bangladesh, especially in the RMG sector.

OBJECTIVES OF THE ASSIGNMENT

This assignment should cover the following-

- To showcase good practices from the project activities.
- To demonstrate the factory and community led intervention done by project participants (workers, management, women led CSOs, Shojag Sathis in both factory and community level, committees of the factories, legal aid support providers, trade unions with special focus on women leaders)
- Positive result from the legal aid support services, camp.
- To collect the cases of evidence-based learning and challenge mitigation strategy taken throughout the project implementation phases.
- To collect the story of Shojag Sathis as change makers
- Showcasing these initiatives to mainstream national electronic media to raise mass awareness and educate the public on replicable good practices.

GENERAL INFORMATION

Footage Collection Location: (based on the project location)

1. Gazipur
2. Kaliakoir Sadar
3. Savar
4. Bhaluka

Any two or three locations among the above

ELIGIBILITY CRITERIA

- Legal establishment for a minimum of five years from Registrar of Joint Stock Companies and Firms (RJSC), Bangladesh or equivalent authorities.
- Updated Legal Documents [Copy of Trade License/Registration Certificate, TIN, BIN/VAT, Certificate of Incorporation (for Limited Company only)]

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- Service Provider are not any prohibited parties or on Government debar list/ Blacklisting.
- Compliance with Christian Aid's standard policies
- Legal establishment for a minimum of 03 years: Registrar form concern regulatory authorities
- Required to serve 08 customers, among customers 03 should be from UN organization/ International NGO/Diplomat Mission/ MNC/ Government.

EXPECTED DELIVERABLES

The consultancy assignment is expected to:

- Produce and telecast at least 3 stories with Bangla voiceover and English subtitle, if needed (Total-no more than 20 minutes for the three videos) in any one top-tier electronic media (news or any peak hour) and social media of the respective electronic media;
- Provide 100 (at least) still photographs from different garments factories and communities those reflecting project impact.
- Provide all soft copies of the documents and high-resolution photographs.
- Publish the documentaries on a prominent national electronic media platform and their social media channels.

Deliverable	Duration/number	Format
03 videos with Bangla voice over/ with English caption	5/6 mins	<ul style="list-style-type: none"> • MP4 format with 4K or ultra HD (3840 x 2160) via shared link or HDD • MP4 format with full HD (1920 x 1080) via shared link or HDD
Summary version of 03 videos with Bangla voice over with English caption	2 mins	<ul style="list-style-type: none"> • MP4 format with 4K or ultra HD (3840 x 2160) via shared link or HDD • MP4 format with full HD (1920 x 1080) via shared link or HDD
Still photographs (soft)	100 (minimum)	High resolution via shared link or HDD
Raw footages	n/a	Via HDD
Media Publication	At least one time broadcasting and uploading all 3 in their social media handles.	Renowned national level television media



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TIMEFRAME

The total assignment will be completed within 90 days (May 02, 2024 – July 31, 2024) from the date of the contract sign. The consultant firm will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by Christian Aid.

GENERAL TERMS AND CONDITIONS

- The video stories produced under the assignment will cover contemporary RMG issues, women worker's rights, Sexual harassment issues, challenges, solutions and good practices, selected in consultation with Christian Aid.
- Work Calendar, script and primary videos will be shared with Christian Aid for primary review.
- Videos shall refer to the initiatives of Shojag project in collaboration with the factories and communities.
- All documents of the assignment will be treated as the property of the project.
- In any circumstances, the engaged consultancy team should not change the agreed timeline without written approval from Christian Aid.
- The engaged agency must maintain quality in data/ footage/photo collection, processing, and reporting.
- In case of deviation, Christian Aid will have the right to terminate the agreement at any point of the assignment or deduct/cancel payment.

COPYRIGHT

The documentary is the only property of Christian Aid Bangladesh and no one outside us can use this video without permission. The vendor/video production firm will not get the opportunity to copyright or use their logo.

PROPOSAL SUBMISSION CHECKLIST

The applicant will submit CVs of team members and their responsibilities for the assignment, methodology and plan in detail and include:

- Ideas for the proposed impact videos
- CVs outlining relevant expertise and experience of the team.
- A proposed timeframe detailing activities and a schedule/work plan/field visit plan, in line with time duration mentioned in this TOR.
- Proposed name of the electronic media for broadcasting and sharing the documentaries.
- Working experience in the same type of assignments
- Financial Proposal with activity breakdown

ETHICAL CONSIDERATIONS:

There will be nothing in the assignment, which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the assignment. The



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team members should have legal authority to work in the assignment. The information collectors will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavour to be unbiased in collecting data/footage/photographs. The vendor/video production firm must sign the Christian Aid safeguarding policies and carry out the compliances of safeguarding throughout the contract period.

SUPERVISION/MANAGEMENT OF ASSIGNMENT:

The selected agency will be required to work closely with the “Shojag” Project of Christian Aid. They will be directly accountable to the Christian Aid’s focal person and will keep the focal person continually informed on the progress of the assignment through updates via email.

For any query, please communicate with HR & Admin Manager, +8801752630760 from 9:00 AM to 5:00 PM (Sunday to Thursday).