**Terms of Reference (ToR)**

**For**

**Developing Video Documentary on Good Practices of V2R Extension Project**

1. **Background:**

**V2R Extension:** The Vulnerability to Resilience (V2R) project is being implemented by Bangladesh Red Crescent Society since 2012 in most vulnerable coastal communities. The existing V2R has already been phased out in April 2016. Meanwhile the V2R extension project with the same model and approach starts its working in 30 communities in Barguna, Patuakhali and Bhola districts and has planned to end in December 2017. The project aims at reducing vulnerabilities and increasing capacities of vulnerable people to be disaster resilient. Components of the project are integrated of DRR, WASH, Livelihood and Organizational Development activities. Now the model and approach of the V2R project is well recognized thus expect to showcase the best practices of the project to wider communities in and out of Bangladesh.

1. **CONSULTANCY OBJECTIVES**

This consultancy has following objectives-

1. To produce one overall project video documentary not more than 10 minutes.
2. To prepare script and narration for overall project documentaries and video.
3. To compose background music for video.
4. To capture necessary video footage of different activities.
5. To narrate and edit raw video footage for producing final video.
6. **IDENTIFIED AREAS/TOPICS FOR VIDEO DOCUMENTARY**
7. Coastal demography and BRC-BDRCS partnership
8. Initiation of V2R model and approach
9. Design process of V2R Extension project
10. Selection of vulnerable district/area
11. District stakeholders’ Workshop & select Upazilla
12. Upazilla stakeholders meeting & select Unions
13. Union stakeholders’ meeting & select communities
14. Community mobilization and Micro Group formation
15. Formation of CDMC as community resilience group
16. Overall project activities
17. DRR-VCA, Courtyard, Mock drill, Taskforce groups (FA, SAR, EW), small scale mitigation
18. WASH-PHAST, Courtyard, Drama, WUG, WMC, Tube-well, Latrine
19. FSL-Assessment, Producer group, Cash grant, skill trainings
20. OD-Staff & volunteer capacity building, Tools and equipment support
21. Linkage with union parishad
22. Linkage with government line departments

1. **CONSULTANCY LOCATION**

The videos will capture the best practices of coastal project activities in Barguna, Patukhali, Bhola. This will require close coordination with project staff at BDRCS Unit and NHQ level including BRC personnel.

1. **RESPONSIBILITIES OF CONSULATNT**

The Consultant should work closely with project team to accomplish the following tasks-

* Holding preparatory discussion with project staff from BDRCS and BRC at Dhaka Office about the preparation of videos.
* Preparing script and narration in consultation with project team for overall project documentary.
* Capturing video footage as agreed with V2R project team and as according to the prepared script.
* Recording narration and preparing background music for the videos.
* Translate any taken interviews of project beneficiaries into English for subtitles.
* Preparing draft video documentaries and submit it to BDRCS-BRC for final feedback before the deadline of the contract.
* Finalizing the videos according to the feedback provided by the project team.
* Managing all necessary tools and equipment including tapes, DVD etc.

1. **DELIVERABLES**

* Submission of final master videos in a DV disk
* Soft copies of video in (AVI/MP4) format before the deadline of the consultancy.
* Raw footages captured in project areas.

1. **ELIGIBILITY CRITERIA**

The consultant should have at least Bachelor degree in Communication or equivalent having ample experiences on audio-visual recording, editing, and media production; clear understanding of the technical aspects of video making process and understanding of social development field is required along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products.

1. **MODE OF PAYMENT**

Payment will be made through account payee cheque. Invoice regarding fees of consultancy should include tax and VAT. During the payment organization will deduct Tax and VAT at source as per government procedure.

1. **TENTATIVE WORK SCHEDULE**

The total duration for the consultancy will be approximately 30 days (including weekends) from the date of signing the contract. The Consultant will propose a detailed work plan schedule which will be finalized in consultation with V2R project team.

We would request interested professionals / institutions to (i) submit a letter of interest (1page) addressing the Country Manager-British Red Cross, Bangladesh Country Office, (ii) a brief technical proposal (maximum of 3 pages focusing on objectives, methods and approach and financial Proposal) with recently updated CVs of professionals to be involved in the documentary development. (iii) Applicants should submit a completed work/product as part of their proposal as well as references (organizations previously worked with). All applications in sealed envelope must be submitted to the following address on/before 21st November 2017, 5:00PM:

V2R Project Office (Build-1 ground floor)

C/o Md. Saiful Islam Manager-Logistic, Security & IT

British Red Cross, Bangladesh Country Office

684-686 Red Crescent Sarak

Bangladesh Red Crescent Society

Bara Moghbazar, Dhaka 1217

Tel: +880 2 8333310