**Terms of Reference (ToR)**

**For**

**Developing coffee table book on good practices of Barisal Urban V2R Project**

**Background:**

Barisal Urban V2R started in October 2015 and the programme interventions are planned to continue up to September 2018. The project is implemented in 10 slum communities in Barisal City Corporation in the Barisal Division of Bangladesh. The three main sectors integrated into the programme are DRR, WASH and Livelihoods interventions utilizing a resilience approach. Organizational development remains to be an integral part of the project intervention. As part of organizational development, specific activities to build the capacity of BDRCS at headquarters and branch (unit) level are implemented. The priority inclusion and participation of particularly highly vulnerable groups, such as women, children, older people and people living with disabilities has been prioritized in assessments, planning and the implementation of the programme

**Target audience**

* DRR practitioners in country and overseas
* Partner National Society
* Donor community
* Media

**Themes for the coffee table booklet**

The booklet of photographs with good practices and success stories shall illustrate theme-wise the main areas of the work done through the “Barisal Urban V2R Project”.

The themes for the photographs and good practices are:

* Water and sanitation
* Personal hygiene
* Capacity building
* Connectedness
* Disaster risk reduction

**Expected outputs of consultancy service**

* Photographs and stories taken on relevant themes from the field;
* Expert comments given to Briasal Urban V2R project team for selection of final photographs, graphic design for publication**;**
* Write the texts/message/captions to describe the photographs;
* Suggest the design layout for the booklet with 10 pages;
* Engaged in final production of the booklet;
* Camera ready copy (the version ready for printing)
* 50 printed version of the book

**Timelines:** Twenty days starting from the day of signing contract

**Specific role of the consultant:**

* Field shooting;
* Document and development of the textual description of the photographs in consultation with the V2R team
* Technical support to review the photographs for design work;
* Adhere to the communication policy and standards of BRC and BDRCS
* Timely production/delivery of the photographs as per the agreement.
* Collection of stories in consultation with the V2R team
* Finalization of stories for the book in consultation with V2R team
* Editing and post-production;
* Design a layout concept with options for landscape and portrait;
* Write textual description for introduction, case studies of the photographs /messages/captions for the photographs with approval from V2R team
* Selection of photographs for final presentation with approval from V2R team
* Designing of front and back cover with approval from V2R team
* Designing of inside pages

**Size and specification of the booklet will be agreed after consultation between the Consultant and programme team.**

 **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.

**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.

**Tentative Work Schedule**

The total duration for the consultancy will be approximately 20 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

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