



Term of Reference

Hiring Audio-Visual Ltd Company/Individual Photo and Videographer for documenting Local and National organizations engagement in Humanitarian Preparedness and Response work.

Background

The Empowering Local and National Humanitarian Actors (ELNHA) is a three-year initiative ending in December 2018, funded by the Ikea Foundation.

The ELNHA project aims at a better sharing of power and resources in the humanitarian sector between international humanitarian actors and local and national ones. The underlying assumption is that having local and national humanitarian actors (LNHA) in the driving seat for emergency preparedness and response shall allow vulnerable people in disaster prone areas to benefit from better humanitarian response.

To achieve the envisioned systemic change in the humanitarian sector, the ELNHA project is pursuing three main strategies in parallel. First of all, the capacity of LNHA is strengthened so that they can lead humanitarian action (STRENGTH). Secondly, the project promotes LNHA voice through facilitating the creation of a strong domestic humanitarian agenda in their countries (VOICE). Thirdly, international NGOs and donors are influenced, based on solid evidence, so that they provide more space and means to LNHA to lead humanitarian action (SPACE).

In Bangladesh, ELNHA activities are undertaken at national level and in selected 9 districts (Dhaka, Sirajganj, Gaibandha, Kurigram, Kishoreganj, Sunamganj, Satkhira, Barguna and Patuakhali). Direct beneficiaries of ELNHA are LNHA who get capacity and support to play a leading role in humanitarian response now and in the future. Indirect beneficiaries are the vulnerable men, women and children who will benefit from more effective and appropriate humanitarian response. The range of direct beneficiaries, at national and sub-national levels, is fairly broad and includes government institutions, civil society organizations and private sector operating in the country contributing to preparedness and response.

The ELNHA project is implemented by dedicated project teams in Bangladesh and supporting partners were selected among local LNHA to co-implement the project; there are 6 supporting partners in Bangladesh.

ELNHA follows two approaches to promote the local humanitarian leadership. One mechanism used is ELNHA's Humanitarian Capacity Development Fund (HCDF), to which local actors can submit proposals to fund capacity development activities.

At the same time, the Humanitarian Response Grant Facility (HRGF) set up by ELNHA provides the opportunity for individual LNHA to demonstrate their ability to design and implement quality humanitarian projects, hence enhancing their individual strength and voice.

About 60 local and national humanitarian actors are implementing the capacity strengthening interventions at nine districts (Kurigram, Gaibandha, Sirajganj, Kishoreganj, Sunamganj, Dhaka, Satkhira, Patuakhali, Barguna). LNHAs also respond during any emergency.

Scope of Work: In Bangladesh, ELNHA is being implemented from Jan 2016, and the last year is 2018 for the project. As ELNHA envisions to promote localization and local humanitarian leadership, thus it very essential to develop evidences for wider communication and dissemination of the profiling of LNHAs. Photo and Video-documentation is one of effective communication materials to let people know the outcome of ELNHA and how localization process is working in Bangladesh.

Objectives:

- Develop audio visual document to produce evidences to reach wider stakeholders which includes Local and National NGOs, Donors, INGOs, Government, UN agencies, Grand bargain and charter for Change working group
- To promote the localization agenda and demonstrate the leadership of Local and National Humanitarian Actors (LNHAs) in humanitarian preparedness and response work through photos and short video clips
- To portray the scale and magnitude of the emergency (if occurring) and how LNNGOs are involved in the response from the beginning

The specific deliverables of the work will be:

- Provide 20 high-quality portraits of LNNGO and CCNF staff members responding the Rohingya crisis, to accompany case studies for purposes of profiling their work within a photo-story booklet (print and online).
- Capture emergency response work by local actors (if it happens during this contract period), including who and how LNNGOs are engaged in the response. It may at different context (cyclone, flood, flash flood etc) and produce high-quality photos and a video document on this (it will be one kind of process documentation of response activities where LNNGOs are engaged)
- Document the important events of Humanitarian Capacity Development happening at district and national level led by LNNGOs and prepare a video documentary on it
- Capture different influencing and advocacy initiatives taken by different humanitarian platforms, networks, forum, LNNGOs or Oxfam to promote localization and develop one video documentary on it.
- Finally, two compiled documentaries to be produced which will cover all component with full focus on local humanitarian leadership journey in Bangladesh and the Rohingya response through local organizations as a PHOTO STORY with different cases
- Thus total 4 video documentaries will be produced throughout the period though the selected person will be engaged with Oxfam and LNNGOs for the whole contract period and capture the moment on call basis.

Role of Selected Audio Visual producing company/Individual photo/videographer:

- The selected person or company should be agreed to capture the event or moment whenever required or requested by Oxfam throughout the contract period.
- The selected person or company should be mentally prepared to visit remote locations on need basis
- The video footages will ensure that it's not hampering the dignity of any human being or organization and it's following the "Do no harm" commitments
- The selected individual or company will ensure that they are following the principles of Oxfam Child Protection Policy
- In appropriate cases, it must be ensured free, prior and informed consent from all subjects. Where a person is under 18, we require this consent from their parents or guardians
- The video footages and the final document will become the properties of Oxfam and its allies featured in the document, and will be used by Oxfam for any purpose it may needed. It should be consulted with Oxfam if in case of any concern or communication.

- The photographer must ensure **free, prior and informed consent from all subjects**. Where a person is under 18, we require this consent from their parents or guardians.
- All information which will be gathered during the assignment or in relation to the assignment about Oxfam, its partners, allies, and its work is confidential. Video Footage, Images and information **may not be published or distributed without direct permission from the agency documented**.
- Sub-title and story of the video will be developed and finalized in consultation with Oxfam and respective LNNGOs.
- For the few photographs requested, caption information must be recorded by the photo/videographer, including: date, names of all persons in the photo, what is happening.

Role of Oxfam:

- Oxfam will provide orientation on the theme of local humanitarian leadership and about the overall expectations from the videographer/audio-visual company for better understanding
- Oxfam will assist to provide the list of video content to be captured
- Oxfam will share the contact detail of the concern organizations to be visited
- Oxfam will provide a tentative schedule when, where and how many events needs to be covered and captured
- Oxfam will assist to organize the video content and finalize the sub titles

Time Frame:

The contract will be made for the duration of **01 May to 30 Nov 2018**. Oxfam will contact the company/individual on need basis during this period. He/she must be ready to move at different districts even in short notice especially during emergency period.

By end of Oct'18, all photos and four video documentaries should be submitted to Oxfam.

Tentative Places to be viisted: 10 districts (Cox's Bazaar, Dhaka, Sirajganj, Gaibandha, Kurigram, Kishoreganj, Sunamganj, Satkhira, Barguna and Patuakhali) of the country though it may vary on the basis of sudden emergency/disaster at other districts.

Payment Modality: The agreement will be done for 7 months though the payment will be made on daily basis. The daily remuneration can include transportation, food and accommodation cost or excluded of these item and Oxfam can pay on actual basis.

Selection Criteria:

Understanding of the Assignment (15)	Experience working in same type of assessment (15)	Proposed methodology (10)	Team composition (10)	Qualification of the consultant (20)	Sub-total in technical proposal	Financial Proposal (30)	Total 100
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