

Terms of Reference (TOR)
Producing a Documentary on WASH component under REE-CALL 2021

BACKGROUND

Oxfam in Bangladesh has been implementing Resilience through Economic Empowerment Climate Adaptation Leadership and Learning (REE-CALL) programme since 2010 and the first phase was completed by March 2017 with some unique achievements. Meanwhile the project got the flagship status for its special traits of Water, Work, Women and Inequality. This project would continue till 2021 while building upon the achievements. There are several tremendous works and models developed under resilient WASH component of the project recognized by the government and international forum. Number of adaptive and diversified livelihood options increased economic empowerment of the vulnerable women and men in the working areas. Despite many significant achievements still there are challenges in relation to water, sanitation, work and employment in different geographical areas. Frequent disasters and adverse effect of climate change are causing huge problems to establish access to safe water, sanitation and hygiene and sustainable livelihood options and works. While the water and sanitation facilities in Bangladesh have always been a challenge due to the recurrent and intensifying impacts of disaster and climate change, in the south-western and northern region of the country, the situation is particularly very challenging as safe drinking water scarcity is acute.

The gendered implications of such phenomena are very critical for sanitation facilities like conventional latrines are still missing inclusiveness, resilience and sustainability. On the other hand, there is limited sustainable water solution while most of the community suffer from poor hygiene practices. The adolescent girls and women suffer from ill health for lack of privacy and security. So, Oxfam under REE-CALL 2021 took initiative for attached latrine, community based water enterprise, creating work opportunity for women through community based enterprises.

OBJECTIVE

The purpose of this assignment is to document Oxfam's initiative on water, sanitation and hygiene both at household and community level under REE-CALL 2021 for increasing access to resilient and inclusive services and promote hygiene behaviors among people living in disaster and climate stricken areas.

SCOPE OF WORK

3 pieces of high-quality, 2-3 minutes' documentary video on following issues showcasing our works with communities living in saline and flood prone areas who lack better sanitation and safe water facilities and face different challenges. **The documentary videos will include three parts containing three stories separate and combined into one as well.** The documentary is aimed for external audience and will be part of process documentation and of Oxfam works and for influencing purpose. This documentary aims to gather video contents that illustrates:

- a. The story of individual households impacted by attached latrine through Oxfam work for promoting improved sanitation
- b. How Oxfam is creating work opportunity for women through building their knowledge and skill centering entrepreneurship and contributing through sanitation and hygiene center.
- c. The story portrays how Oxfam is addressing the water scarcity issue in the saline prone areas through desalination plant.

SPECIFIC TASK & RESPONSIBILITY OF DOCUMENTARY MAKER:

- Brief synopsis/storyboard and script of the documentary
- Finalization of the storyboard and script in consultation with Oxfam Onsite shoot plan and getting that approved by Oxfam.
- Travel to filming locations (Satkhira, Gaibandha), meeting with project partners Onsite filming of interviews with selected beneficiaries and stakeholders of REE-CALL 2021 project identified by the script the documentary maker must ensure that informed consent of the interviewees is obtained prior to interviews.
- Onsite Shoot for B-roll
- Produce the rough cut of the documentary video
- Finalization of documentary after consultation with Oxfam
- Provide a 7-8 minutes Digital Video Disk (DVD) of the final, approved documentary with adequate background music, voice over and sub title in finest and high quality video formats including HD, AVI and MP4

OXFAM'S RESPONSIBILITY:

- Establish and facilitate contact with field staff involved & coordinate with project staff for the field visits
- Review and approve the work plan, including schedule for filming, timeframe
- Provide relevant documents
- Identify thematic cases for documentation
- Provide feedback when and where necessary
- Review and approve the draft and final production as stipulated in the deliverables section of contract
- Oxfam assigned staff/volunteer will accompanying shooting team during field visit

EXPECTED TIMELINE:

1. The contractor shall commence the work as soon as possible, immediately upon signing contract. After signing of agreement total working periods will be 45 days including weekends for accomplishing the assignments.
2. A detailed timeline, work plan and draft outline should be submitted prior starting of work.
3. The rough cut of documentary should be provided to Media & Communications Coordinator for review, comments and approval.

4. The final product i.e. documentary as well as all the raw material and project files, should be delivered to Oxfam within 45 days after agreement signing.

QUALIFICATIONS:

1. Experience in film/reportage/documentary writing, producing, directing and editing
2. Access to highest quality filming, light, sound and editing equipment
3. Ability to operate under strict time limits and apply high production and technical standards for maintaining high level of professionalism
4. Ability to communicate both in Bangla and English

PAYMENT MODALITY:

Payments of total budget will be processed upon delivery of the following product along with invoice:

- Detailed timeline, work plan and draft outline (40%)
- Final cut of documentary, Project files & all raw material (60%)

SELECTION CRITERIA

The proposal/ expression of interest should comprise with the following sections and given page limit along with sample write up of maximum 2 pages and copy of any similar work.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the Assignment (Not just copy and paste from the ToR)	02 Pages
Experience in leading similar evaluation work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
Proposed Methodology	02 Pages
Work Schedule	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
Financial Proposal	
Budget detailing out <ul style="list-style-type: none"> • Budget detailing out • Consultancy days and fees (days should be mentioned for key member of the team) Travel and accommodation • Any other expenditure (please mention nature of expenditure) 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax) • Total amount 	

EVALUATION PROCESS

The selection committee will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable regarding this TOR.

Evaluation criteria

Criteria	Weight
Technical	80
1. Expertise of the consultants/ consulting firm/ organization	
Understanding of the TOR	10
Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
2. Methodology	
Appropriateness of methodology in response of the indicators	10
3. Management structure and qualifications of key personnel	
Team composition	30
Financial	30
Total	100

HOW TO APPLY

The individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX): The financial proposal should include 15% VAT ONLY. Oxfam will deduct 10% Income Tax at source from the agreed consultancy amount. Technical and financial proposals should be submitted separately along with sample copies of previous work on documentary on development work.

FOR CONSULTANCY FIRM

- Maximum 2-page Firm profile highlighting related assignment completed with client name, contract person and mobile number
- Lead Consultant's (who will lead the assignment) Maximum 2-page CV highlighting related assignment completed, role in of the completed assignment
- Other Team members' (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration

FOR INDIVIDUAL CONSULTANT

- Maximum 2-page profile highlighting related assignment completed with client name, contract person and mobile number along with detailed CV
- TIN certificate and any other relevant document (if necessary)