



Terms of Reference

Job title : Photography and developing short documentary on flood insurance project for farmers, government and private companies.
Contract type : Individual or Consultancy Firm Service Agreement
Duration of assignment : 50 days
Contracting Authority : Oxfam in Bangladesh

Background

Natural and climate induced disasters contribute to widespread poverty in Bangladesh. Still poor men and women are less likely to have coping mechanisms to absorb these recurring shocks. To reduce the financial loss of disaster victims those who live in flood prone char areas of Sirajganj district Oxfam in Bangladesh implemented a flood insurance project first of its kind on 2011. Based on this project experiences, Oxfam scaled a project "Promoting Resilience through Index Insurance in Bangladesh" with an aim to promote the adoption of risk transfer solutions through index insurance policy to compensate income loss of agricultural day labor's living in the project areas under Sirajganj and Gaibandha district in 2018-19.

Objective

To develop Information, Education and Communication e.g. short film on index based flood insurance

Scope of Work:

Following tasks will be performed by the individual consultant or consultancy firm in close collaboration with Oxfam respective project team.

1. Review existing IEC/ BCC materials related to or Flood insurance.
2. Develop 2-3 minutes short film based on the approach and application of community based flood index insurance .
3. Share and finalize final version of the materials
4. Supply the final version of soft copy of materials

Methodology:

- Visiting project area for photography
- Photography on Discussion with partner staff, beneficiaries and Oxfam team members
- Interview of 2-3 beneficiaries/project persons

Please note that, Oxfam will not provide any cost related to technical and equipment support for indoor activity and vehicle support for outdoor activities for the purpose of field visit .

Expected Deliverables

1. The final production of short video IEC materials will be submitted Oxfam office.

Timetable:

The consultant should include a timetable of activities (Technical Section) by date. The consultant is expected to begin the assignment immediately after agreement signing and accomplished by 50 days.



Key Qualification for Consultant/ consultancy firm:

The consultant/ firm should have at least 3-5 years of experience in designing IEC/ BCC materials

- Experience/ evidence of doing similar types of materials development.

Required team member/s qualifications for Consultant/ Consultancy firm:

Both individual consultant or firm can apply for this assignment.

Assignment responsibilities and management arrangements

The Senior Program Officer - PHP from Oxfam in Bangladesh will be coordinating the assignment. S/he will provide all necessary documents and follow up the progress as per timeline related to the assignment. However, Oxfam team will provide comments and feedback on overall process of research following the objectives. Both teams/ individual could be asked to each other for interacting for the sake of the assignment. Partners will provide support during field work as necessary.

The consultant/ consulting firm will be responsible for developing all relevant materials as per deliverables, share with Oxfam and finalize in consultation with Oxfam, accomplish the activities at field level and provide the final sets of materials.

Guideline of proposal submission

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	
Understanding of the Assignment (Not just copy and paste from the ToR)	02 Pages
Experience in leading similar types of assignment	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 or sample of IEC/BCC materials from previous work (if required only)	01 page
Financial Proposal	
Budget detailing out	
<ul style="list-style-type: none">• Consultancy days and fees (days should be mentioned for key member of the team)• Travel and accommodation• Financial proposal should include 15% VAT ONLY. Oxfam will deduct 10% Income Tax at source from the agreed consultancy amount.• Total amount	



Evaluation criteria

Criteria	Weight
Technical	80%
Understanding of the TOR	20%
Experience in developing and designing similar IEC/BCC materials	40%
Appropriateness of methodology for conducting the assignment	20%
Financial	20%

How to apply

The individual/ firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

For Consultancy Firm

- Maximum 2 page Firm profile highlighting related assignment completed with client name, contract person and contact number
- Lead Consultant's (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in the completed assignment
- Firm's Certificate, TIN and VAT registration

For Individual Consultant

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