**Terms of Reference**

# Selection of vendorof “Fighting Forced Labour with Adivasi and Dalit Communities in South Asia (MUKTEE)” project for the following assignments\_

* Design and printing of brochures and posters (one time only-1st year-2019)
* Making Video Documentary (1st year and last year -2019 & 2021)
* Photography (1st year and last year-2019 & 2021)
* Collection of longitudinal Case Studies (10 per year- 1st year, 2nd year & last year-2019,2020 & 2021)

# 1. Introduction to the Project:

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| *Project title* | Fighting Forced Labour with Adivasi and Dalit Communities in South Asia (MUKTEE)” Project |
| *Project location in Bangladesh* | Tanore (Rajshahi district) and Nachole (ChapaiNawabgonj district) |
| *Project duration* | 36 months from 01 January 2019 to 31 December 2021 |
|  |  |
| *Co-Funder* | European Union |
| *Implementing agency and partners in Bangladesh* | Led by Traidcraft Exchange and co-implemented by ASSEDO |

“Fighting forced labour with Adivasi and dalit communities in South Asia (MUKTEE) Project” is a multi-country project being implemented in both India and Bangladesh. **In the Bangladesh part of the project,** it is led by Traidcraft Exchange and co-implemented by ASSEDO. The project is underway in 02 sub district Tanore&Nachole underRajshahi and ChapaiNawabgonj districts. The European Union is providing financial support with an aim to address and prevent forced labour in agriculture in northern Bangladesh. The participants for MUKTEE project are very marginalized and from extreme poor community who do not even have a piece of land of their own. They live on governments Khaas land and hence they do not have any permanent residency. They are called as Santhal who migrated from Jharkhand and West Bengal in India. These people basically do farming in others’ land. Moreover, the target Upazilas (sub-districts) of Tanore (Rajshahi district) and Nachole (ChapaiNawabgonj district) are remote with poor infrastructure: local government offices, health centres and markets are largely inaccessible. These sub-districts have high populations of marginalised ethnic minority people: 7% and 27% respectively (compared to a national average of just 2.5%).

The project is designed to address the systemic and structural vulnerabilities of agricultural communities to forced, bonded and child labour in two districts of northern Bangladesh. It will tackle the issue of modern slavery on multiple fronts. Firstly, it will rescue and rehabilitate men, women and children from work under debt bondage and forced labour conditions in target communities. Secondly, it will reduce households’ vulnerability to future bondage through the creation of alternate avenues of income generation, and by creating people’s institutions that work together to prevent exploitation. Thirdly, it will work closely with Local Authorities, relevant government departments and other duty-bearers to ensure legal frameworks are used to prevent forced labour, at the same time, supporting private sector players to understand and commit to their responsibilities to prevent forced labour in their supply chains. Fourthly, the Project will promote and support the sharing of learning and best practices across and within the two country locations.

The Project will work with 4,000 Adivasi men and women at risk of forced labour in two districts of northern Bangladesh (50% men, 50% women). This will eventually cover 2000 Households since the Project will work with one man and one woman from each household. The project will also work with 280 local and national level duty-bearers working in target communities to help them increase knowledge and commitment towards tackling forced labour.

**Overall objective:** To address and prevent forced labour in agriculture in northern Bangladesh and Madhya Pradesh, India

**Specific objective:** To address the systemic and structural vulnerabilities of marginalised agricultural communities to forced, bonded and child labour in two districts of northern Bangladesh and four districts of Madhya Pradesh (MP) India.

**Outcome1**: **Effective response mechanisms are established to identify, rescue and rehabilitate victims - ensuring access to rights, entitlements and education, including through digital mediums.**

**Outcome 2: Duty-bearers (Government, Local Authorities, private sector, civil society) work together effectively to implement laws and policies regarding labour rights, children's rights and social security entitlements.**

**Outcome 3: Liberated workers and at-risk populations benefit from enhanced economic opportunities and increased incomes.**

**Outcome 4: Best practice and learning on addressing systemic and structural vulnerabilities is shared across the two target countries**

**2. Organizational overview:**

For more than 30 years, Traidcraft has been fighting poverty through trade, believing in the positive and transformational potential of trade to bring hope to millions trapped in poverty. It's our mission to use the power of trade to create lasting solutions to poverty. We believe that trade affects the life of every person and can provide the most sustainable way of overcoming poverty. Yet markets do not always work in favour of the poor, and often work against them. This is a major factor contributing to their poverty. Traidcraft Exchange exists to do two things:

* To support people to harness the benefits of trade
* To fight against injustice in global trade

In all our areas of work, Traidcraft plays a key role as catalyst and convenor, encouraging different actors to work together to develop approaches that lead to inclusive economic growth. We have a particularly strong track record of constructive engagement with the private sector as both trading and development partners. Over the last 11 years, Traidcraft has worked directly with over 28,000 vulnerable and socially excluded rural households: developing democratically-run village-based groups and associations and nurturing their links to duty-bearers and private sector players. This has resulted in significant up-skilling of marginalised producers: increasing confidence and productivity, reducing costs, improving market access, diversifying incomes and reducing environmental impact.

ASSEDO has been working closely with remote Adivasi communities in target areas to address social exclusion: linking people to social entitlements and providing vocational training for alternative livelihood options. ASSEDO’s vision is *“to establish an enlightened society of aspiration and justice where poverty and vulnerability has been overcome and people live in security”.* The organisation’s mission is, *“by being the part of the local community, ASSEDO works together with most vulnerable people and deprived community to eradicate poverty. It facilitates sustainable development treating the natural resources base and considering changing climatic condition.”* ASSEDO has been implementing small-scale community-based work in ChapaiNowabgonj, Naogaon and Rajshahi districts. ASSEDO have strengths in community development, sustainable development, resilience programming women’s empowerment, good governance and livelihood security. To date ASSEDO has worked to empower 16,775 youths (15-29), both men and women to create enterprises and job opportunities, including on and off farm economic activities and technical knowledge transfer.

**3. Purpose and Scope:**

**Purpose:**

The purpose of this TOR is to call proposals/EOI from competent consultant/vendor for Designing and printing of brochures & posters, Making Video Documentary (2 times - 1st year & last year), Capturing Photography (2 times-1st year and last year) and Collection of longitudinal Case Studies (3 times-10 per year- 1st year, 2nd year & last year) **considering the Bangladesh context** for the MUKTEE project. These activities are for project visibilities, learning and dissemination.

**Scope of the Programme:**

By this job, the project will,

* have designed and printed 500 brochures and 2000 Posters (5 different design)
* have video documentaries on farmer’s contribution to the supply chain, family life and wider community & local authorities of project areas. (2 times- 1st and last year)
* have high resolution photographs of project farmers and their families and wider communities whose case will be collected. Also has to collect surrounding environment to showcase the before-after condition of the project area and some other relevant stakeholders (2 times- 1st year and last year)
* have 30 cases of 10 farmers of different areas/upazilas (3 times- 1st year, 2nd year and last year)

# 4. Major Tasks:

# The major tasks under this assignment would include the following:

***Task 1:*** Design and prepare 500 brochures of MUKTEE project and Design and prepare 5 types of 2000 posters based on MUKTEE project. The preferred specifications are as below:

Brochure:

Size: 24” X 9”

Paper: 350 gsm Matte card

Print: 4 Color

Fold:3

Crease

Quantity: 500 pcs

Poster:

Size: 18” X 28.5”

Paper: 170 gsm art/matt paper

Burnish

Print: 4 Color

Quantity: 5 different design, Total: 2000 pcs (400 pieces per design)

***Task 2:*** Making four portrait video documentaries (3 minutes each) on individual farmers and other stakeholders and one mother film of 8 minutes showcasing overall scenario in the project area, project works, approach and impact. However, video documentation will be done 2 times. One in the project 1st year showcasing the pre project scenario, the existing challenges and struggles of the target communities and another will be done showcasing the change after the project work in the last year in different project areas/upazilas.

***Task 3:*** Capture photograph of project beneficiaries and their families and wider communities whose case will be collected. Capturing will be done 2 times. One in the project 1st year and another will be done for same person/theme in the last year in different project areas/upazilas.

***Task 4:*** Collect and write 30 cases of 10 farmers of different project areas/upazilas. Cases will be collected 3 times in the project period. That will be 1st year, 2nd year and another will be done for same person in the last year.

**5. Deliverables:**

The Consultant/vendor should be delivered-

* 500 Brochures and 2000 of 5 types Posters of MUKTEE project. Show draft documents for approval before printing.
* A storyboard and script for the video documentary to Traidcraft Exchange for approval before filming
* Submit 4 edited Videos of 4 individuals (on different beneficiaries) of 3 minutes each and other stakeholders and one mother film of 8 minutes showcasing overall scenario in the project area, project works, approach and impact. However, video documentation will be done 2 times. One in the project 1st year showcasing the pre project scenario, the existing challenges and struggles of the target communities and another will be done showcasing the change after the project work in the last year in different project areas/upazilas. The documentaries need to be both in English and Bangla.
* Edited soft copy of captured photograph of 10 farmers’ families related with case studies 2 times in the project period.
* Deliveries of 10 case studies collected from fields 3 times in the project period in the form of publications.

**6. Timeframe:**

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| **Activity** | **Deadlines** |
| Closing date for receipt of proposals | 20 April 2019 |
| Interviews for selection | 28 April 2019 |
| Meeting to discuss detailed TOR and contract | 30 April 2019 |
| Assignment start | 02 May 2019 |
| Brochure and Poster closing date | 30 June 2019 |
| Video documentary (1st draft) submission date (1st phase) | 30 July 2019 |
| Video documentary (1st draft) submission date (2nd phase) | 28 October 2021 |
| Photography submission date (1st phase) | 30 July 2019 |
| Photography submission date (2nd phase) | 28 October 2021 |
| Case study draft submission date (1st phase) | 30 July 2019 |
| Case study draft submission date (2nd phase) | 29 October 2020 |
| Case study draft submission date (3rd phase) | 28 October 2021 |

# 7. Documents that we will provide

1. The approved project proposal document
2. Other relevant resources – project approach, methodology etc.
3. List of target beneficiaries and places/villages where video/photograph/case study will document
4. List of other project stakeholders

# 8. Budget and Mode of payment:

The vendor should develop all separate budget (different budget for different assignment) for completing the assignments as outlined in this TOR by clearly allocating expenses and daily rate.

* 50% of the total fee will be paid on signing the contract for each assignment.
* The remaining amount (50%) will be paid upon acceptance of the final submissions of each task.
* The payment would be made in crossed cheque by the name of the consultant.

# 9. Application Process:

Interested organizations or individuals are requested to submit their Expression of Interest (EOI) electronically to the following address on or before 20 April 2019:

**Please email to:** [TX\_Bangladesh@traidcraft.org](mailto:TX_Bangladesh@traidcraft.org) with cc to [Nabila.Nusrat@traidcraft.org](mailto:Nabila.Nusrat@traidcraft.org)

The EOI should include:

* Contact details and up to date and detailed CV of the consultant(s)with brief descriptions of similar assignments
* A clear and detailed overview of how these pieces of work will be approached, the methodology proposed, and the outputs generated, with a clear timeline for each of the specified activity and a budget apportioned for the assignment
* Two references

The EOI, excluding the consultant CVs, should not be more than 10 pages long, should have single spacing, and use Arial typeface with a minimum font size of 10.

Shortlisted candidates will be invited to attend an interview.

# 10. Selection Criteria

On receipt of the EOI designated project management team will study the proposals including an interview and take a decision about the consultant/s/ agency for the study. Selection of the consultant/s/ agency will be based on:

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| --- | --- |
| **Selection Criteria** | **Scores** |
| Quality of the proposed plan – well thought out, logical, strong methodology and approach, well-timed, level of details, would meet objectives | 10 |
| Knowledge and Experience of doing such assignments | 10 |
| Quality of previous similar works | 15 |
| Availability during the period of the project | 05 |
| Costs – value for money | 10 |
| TOTAL | 50 |

**11. General terms and conditions:**

* Traidcraft Exchange reserve the right to accept or reject any proposal without giving any verbal and/or written rationale;
* All reports and documents prepared during the assignment will be treated as the property of Traidcraft Exchange
* The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of Traidcraft Exchange
* Traidcraft Exchange reserve the right to monitor the quality and progress of the work during the assignment.