



Funded by the European Union

Enhancing the participation of community based organizations (CBOs) and CSOs in democratic governance in Bangladesh



Terms of References (ToR)

Video Documentary on Joint action in effective service delivery at local level

INTRODUCTION:

Oxfam in a partnership with Centre for Policy Dialogue (CPD), supported by the European Union (EU) is implementing a project, titled '**Enhancing the participation of community based organizations (CBOs) and CSOs in democratic governance in Bangladesh**'. The overall objective of the project is to enhance the participation of community-based organizations (CBOs) of vulnerable and marginalized communities (led by women) and civil society organizations (CSOs) in democratic governance in Bangladesh. The project's specific objective is to strengthen grassroots CBOs and CSOs to secure the social and economic rights of vulnerable individuals and communities in the design and implementation of government policies and budgets related to SDGs.

Project is in need of a professional visual storyteller to narrate the work of the EU CSO Project through video documentary and photos. The materials aim to -

- 1) profile EU CSO Project, its value-addition, joint action by CBOs, CSOs and Local Authorities towards effective service delivery at the grassroots.
- 2) narrate the project in an informative yet simplistic and creative way that would capture interest of the key stakeholders and general public.

PURPOSE OF THE DOCUMENTARY

The purpose of this assignment is to document project contribution to the in facilitation of the joint action mechanism for effective service delivery through CBO, CSO and LA joint action, how the project activities are developing capacities of CBOs and CSOs and how they are coming together to improve service delivery for the poor and marginalized communities through dialogues with government service providers, participatory citizen-oriented planning and devising innovative ways to hold duty-bearers accountable.

The broad objective of the work to be carried out by the service provider, among others, would include:

- Showcasing successful experiences and practices of the project to influence and popularize working models for joint action.
- Providing a thorough overview of the project's past and recent activities in the respective sectors
- Explaining the work and approach in an informative yet simplistic and creative way that would capture interest of the key audiences.



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The process for creating the documentary will involve:

- i) development of the script/story board
- ii) pre-configured video documentation of all important project activities;
- ii) collection of successful and inspiring case stories from the ground and capturing of additional video testimonies;
- iii) design of documentary screenplay;
- iv) final compilation and editing of the documentary

The participants and subjects for the documentary will include members of CBOs and CSOs, Las and government service providers.

AUDIENCES:

The user/audience of the film/documentary will be:

- Donor community
- Other Development stakeholders (Oxfam, other INGOs, National NGOs/Program partners, Civil society organisations, national and international forum, such as High Level Political Forum on Sustainable Development-HLPF and media)

ABOUT THE PROJECT:

The Government of Bangladesh has committed to achieve the Sustainable Development Goals (SDGs) to Transform our World by 2030, however, reaching these goals within the set timeframe will be a challenge, particularly in the critical areas of poverty and inequality (SDG 1, 2, 10), water (SDG 6), skills and work (SDG 1, 4, 8), climate change (SDG 13) and gender (SDG 5). Bangladesh has registered remarkable progresses in the areas of poverty alleviation, ensuring food security, primary school enrolment, gender parity in primary and secondary level education, lowering the infant and under-five mortality rate and maternal mortality ratio, improving immunization coverage; and reducing the incidence of communicable diseases in the Millennium Development Goals. Evidence shows that Bangladesh able to reduce death toll in climate induced disaster, Loss and damage of economic assets have been reduced as well. Despite of the attainments of some development areas there are still some challenges associated with. Taking consideration of Post 2015 development agendas, the government of Bangladesh has made policy efforts and plans – including the 7th National Five Year Plan (NFYP) - to address poverty, inequality, climate change, water scarcity, and gender inequality in recent years, but implementation gaps remain pervasive.

In this backdrop, the project has been facilitating to build knowledge and capacity of CBO/CSO members around relevant SDGs, government policies and plans, related entitlements. and strengthening their capacity in conducting social accountability tools to hold LAs accountable, to



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contribute in the progress of SDG (R1); supporting LAs to be sensitive and responsive to community needs through constructive community engagement and provide support to institutionalize spaces for multi-actor engagement and joint action between government and CBOs/CSOs for achieving policy and SDG targets (R2); it will institute mechanisms for CBOs to engage in oversight and accountability of LAs and special interest groups to ensure adherence to relevant laws and policies (R3); and will ensure the SDG framework is contextualized and made relevant for citizen oversight and tracking at national and local levels, while sharing lessons of success from the experience of participatory SDG-oriented governance at national and global levels (R4). Moreover, these software interventions intended to contribute in the implementation of the 7th NFYP and show realistic path to reach government’s Vision 2021.

GEOGRAPHIC FOCUS OF THE PROJECT OF REECALL2021

The project has been implementing in the 13 areas where Oxfam in Bangladesh has a strong foot print through the implementation of flagship rural resilience program REE-CALL - Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning

District	Working Upazila	Unions	Total #of CBOs (Upazila)	# of CBOs in Union(s)
1. Kurigram	1. Rowmary	Bondoder	25	15
		Jadur Char		10
2. Rangpur	2. Kawnia	Balapara	25	25
3. Gaibandha	3. Fulchari	Fuljhuri	25	18
		Gazaria		07
4. Nilphamari	4. Dimla, Nilphamari	Khogakharibari	25	14
		Purba Shatnai Tepakharibari		07
5. Sirajganj	5. Chowhali	Ghorjan,	25	11
	6. Sirajgonj Sadar	Sthall		09
		Soydabad		05
6. Jamalpur	7. Bakshiganj	Merurchar	25	12
		Sadhurpara		03
		Nilokshia		05
		Bagharchar		05
7. Satkhira	8. Shyamnagar	Atulia	25	16
		Burigoalini		09
8. Chittagong	9. Sandwip	Musapur	25	12
		Rahamatpur		08
		Kalapania		04
		Azimpur		01
9. Barguna	10. Barguna Sadar	Fuljhuri	25	12
		Gourichanna		13



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10. Pirojpur	11. Indurkani, Pirojpur	Pottashi	25	11
		Balipara		09
		Parerhat		05
11. Kishorganj	12. Nikli	Gurai	23	12
		Chatrirchar		11
	13. Mithamoin	Mithamoin	02	02
12. Netrokona	14. Mohanganj	Maghan Siadhar	25	13
		Gaglajur		12
13. Sunamgonj	15. Tahirpure	Tahirpur Sadar	25	08
		Dakshin Bardal		09
		Dakshin Sreepur		08

SCOPE OF WORK:

1. Main deliverables

The main deliverables of this visibility and communication material are:

a) Video Documentary

- A high quality of maximum 3-4 minutes' video documentary on joint action by Community Based Organisation (CBOs), Civil Society Organisation (CSOs), Local Authorities (LAs) and Local Government (LGs) as for service delivery at the grassroots for sustainable development.
- An upload-able/ web version of the above video documentary

b) Photos documentary

- Series of 50 good quality-high resolution photos taken from the video shooting areas

2. Other:

- Approved work plan for the tasks
- Script/s
- On-site filming
- Submission of rough cut
- Editing, adding subtitles, incorporating changes from Oxfam, if necessary the donor's feedback.
- Submission of the final cut
- Provision of original editing file of final video cut and provision of all raw footage for further usage
- Aired/Social media versions

3. Working language:

Voice over in English with sub-tile in Bangla



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4. Equipment:

The visual storyteller will be required to have his or her own equipment and be available for travel as per schedule prepared jointly with OXFAM and partners.

5. Specific requirement

- The video should be submitted in HD/4K quality in file format(s) to be agreed before final sign-off.
- The minimum accepted resolution for the photo is at least 8 million pixels with zero compression shot as a RAW file and JPEG file format
- The photo images will be copied on master DVDs or an external hard disk depending on the quantity of data involved.
- The photo images should be accompanied by brief captions relating to the subject of the picture and an explanatory sheet giving background information about the photos (date, location, name, age and role of the person on the photo etc. as well as the name of photographer). The consultant must obtain informed consents from the subjects/interviewees. Oxfam will provide consent form and guideline.
- Ensure visibility/logo of the European Union, Oxfam and CPD are naturally visible in the captured photos whenever available/possible
- Consultant will be obliged to return the received amount of payment paid in advance if the production fails to comply with Oxfam's standard. Oxfam holds all rights to terminate the contract at any point of time in case of violation of agreement

6. Video & Photos Ownership and Usage

All videos and photographs will be the exclusive property of project parties (Oxfam, CPD and European Union) with unfettered right over its usage, reuse, reproduce and sharing in any manner and that the contracting individual will neither claim any legal ownership or copyright over these photographs nor will they use, share, sale, exhibit or barter any of the photographs for any purposes whatsoever, whether commercial or non-commercial.

However, Oxfam, partners and donor will ensure credit of the consultant's work whenever the images are used. The consultant may, however, use the photographs to promote or showcase his work with due credit to European Union as donor, Oxfam as a client, CPD as co-applicant of the project with latter's prior permission. The European Union and OXFAM will also be entitled to use and reproduce the photos made under this consultancy.

PROPOSAL EVALUATION:

1) Technical Evaluation

- The visual storyteller should have a professional experience of minimum 06 years preferably in developing professional video and/ or photo- documentary;



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- The visual storyteller needs to demonstrate his/her work, preferably taken in diverse situations;
- Understanding of issues related to Social Safety-net programme and sustainable development will be highly valued.
- The visual storyteller must be appropriately sensitive towards gender, values and norms of community people, civil society, local administrative and policy-makers. Photography by its nature is invasive, therefore aggressive or insensitive photographer might reflect negatively on Oxfam. Sensitivity is also reflected in the photography: good documentary photographers respect and want to get to know their subjects.

2) Financial Evaluation

The applicants also need to submit the financial proposal highlighting the cost and travel time per day accordingly OXFAM will only open the financial proposals from consultants whose technical proposals meet the above-mentioned criteria.

Evaluation criteria:

Area(s)	Criteria	Weight
Technical- 80	Understanding of the TOR	10
	Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
	Quality, creativity and innovation of reference work submitted	20
	Management structure and qualifications of key personnel & team composition	30
Financial- 20	Competitive pricing and overall reasonable, justifiable financial proposal	20
Total		100

Timeline:

Video/Photo shoots and interviews will be done initially between **1st week of July 2019 to mid-August 2019**, it might be re-scheduled if any major disaster/situation happens. The video shoots will most likely to be done in different project locations depending on the developed scenario.

Note:

The visual storyteller needs to act as videographer and photographer; or separate photographer can also be included as part of the team.



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Estimated timelines

No	Activities	Duration
1	Induction and planning	5 days
2	Field work (depending on the requirement but it will not be more than this given time)	15 days
3	Development/ production of materials	10 days
4	Sharing draft of productions and review of draft by Oxfam	5 days
5	Revision based on feedback (if any)	5 days
6	Finalizing the product	5 days
	Total	45 days

Guideline for Proposal Submission

The proposal/expression of interest (duly signed) should comprise with the following sections and given page limit. Proposal will be accepted only through email in PDF form duly signed by mentioning subject line “**[EU-CSO] Development of documentary on effective service delivery through CBO, CSO and LA joint action**” **by 21 May 2019**. Any kind of persuasion for obtaining consultancy will be considered as non-qualification of the applicant.

Topic	Page Limit (Max)
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment (Without copying from the ToR content)	3 Page
Proposed Methodology	2 Pages
Work Schedule	1 page
Team composition along with its rationale	2 pages
Any other relevant information (if required only)	3 pages
Total	13 pages
Financial Proposal	
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, Total amount	



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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 Income Tax and VAT as per government rules and policy** 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.

In order for your proposal to be accessible by Oxfam, the size of the proposal submitted via email should not be greater than 4MB. For additional material/document, it can be sent via we transfer/google drive.

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)