

**Terms of Reference**  
**For**  
**‘Producing a Video/Documentary on Legal Empowerment and Gender Diversity’**

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**BACKGROUND**

1. BLAST is one of the leading legal aid services organizations in Bangladesh, and the only one that provides access to legal aid across the spectrum, from the frontlines of the formal justice system to the apex court. It priorities support to women, men, gender diverse people and children living in poverty or facing disadvantage or discrimination. It also provides legal aid, advice, and representation across a range of areas, including civil, criminal, family, labour and land law, as well as on constitutional rights and remedies, providing access to judicial remedies alongside alternative dispute resolution wherever appropriate. Alongside individual legal aid, BLAST undertakes strategic litigation, or public interest litigation, as a key part of its advocacy for law and policy reforms to ensure effective legal protection of rights.
2. BLAST is implementing the project titled: **Legal Empowerment and Gender Diversity (LEGD)**.
3. BLAST intends to produce a video documentary on **the ways in which gender diverse people are gaining capacity as paralegals, how it has changed their own lives and impacted the community, the need for legal awareness due to the challenges still faced and the crucial need for institutions to develop gender-friendly policies that provide access to services and resources** (hereinafter referred as ‘Work’).

**PURPOSE OF THE VIDEO DOCUMENTARY**

Bangladesh Legal Aid and Services Trust (BLAST) is currently implementing “**Legal Empowerment and Gender Diversity (LEGD)**” project to develop the capacity of gender diverse communities, particularly members of Hijra community, to understand legal vulnerabilities and to develop capacity to seek redress and access resources and services for the community.

This video documentary will project their everyday life, the challenges, their stories, the barriers they face to access their rights. The video documentary will be used in different workshops and seminars to act as advocacy material for inclusive gender practices and behavior towards the gender diverse community.

**DETAILS OF WORK IMPLEMENTATION**

- a) The Consultant shall commence the work on the day of signing of the contract and complete it within Five weeks.  
The 'rough cut' and ‘final version’ will be submitted to BLAST by awarded firms/organisation after final evaluation.
- b) The Consultant will develop scripts for producing a documentary (about 3-5 minutes long) for communication and dissemination activities on the issue of Gender diversity, gender equality, sexual and health rights, human and fundamental rights, and barriers for exercising these rights.

The documentary should highlight the real challenges and provoke awareness amongst everyone. This documentary would be used as a tool for targeted advocacy and effective communication to protect the rights of gender diverse community people.

c) Based on the script developed, upon clearance from BLAST, the Consultant will produce the documentary.

d) The film will be produced according to following phases:

- Submission of script one week.
- Talent call and selection.
- The shooting period, which will last one working week including travel time.
- The postproduction work, which will last approximately one week to two weeks. During this time the documentary will be edited, and graphics created and placed. The total production period from start to finish will be approximately one month.

e) BLAST will be provided with three opportunities to make comments on the documentary – rough cut and fine cut (dates to be determined). The consultant will make necessary edits to the documentary based on feedback provided by the BLAST team. One representative of BLAST will provide feedback within 48 hours of receiving the rough and fine cuts of the documentary.

f) BLAST will be responsible for providing research material not limited to written materials on the subject, specific locations for filming and specific characters to interview. BLAST will assist the team in getting access to the characters and helping with logistics.

g) The consultant will prepare 1 Poster ,1 Teaser, and 1 Trailer during the timeline upon clearance from BLAST.

h) The consultant will prepare a social media plan to disseminate the documentary amongst mass. This plan will also cover media buying strategy and implementation ideas for different platforms to reach maximum engagement over BLAST's social media platforms, as per budget allocation.

## **METHODOLOGY:**

The methodology will be described in the proposal for processing to ensure a smooth implementation process which results in a high-quality result. The consultant/agency require to propose detail methodology of these assignment.

## **COPYRIGHT/ OWNERSHIP OF MATERIAL**

Any studies, reports, video footage, or other material, graphic, software, music prepared by the Consultant under the contract shall belong to and remain the property of BLAST.

## **ASSIGNMENT**

The Consultant SHALL NOT ASSIGN this work or any portion of it to any other third party without BLAST's prior written consent. Additionally, consultant will be obliged to disclose the identities and qualifications of any other persons that will be involved in the Consultant's production and writing team in any way. Failure to do so will be considered a violation of the terms of the agreement.

## **EXPECTED COMPETENCIES OF CONSULTANT/AGENCY**

It is expected that the competency of the contracted agency/consultant will include:

- a) At least 5 years of experiences in creative analysis video making with add Bangla subtitle and Bangla voice over.
- b) Sound knowledge on international human rights law of equality and discrimination and related national laws and policies, particularly those pertaining to gender diverse.
- c) Experience in working with people from gender diverse community will be a preference.
- d) Strong creative analysis and video editing skills.

## **REQUIRED DOCUMENTS OF APPLICATION**

The interested consultant/agency shall have to submit a detail proposal outlining:

- a) Agency profile/CVs and cover letter of the consultant and all requisite project members.
- b) Relevant documents which proves 5 years' experience of making video and documentary making, such as work order, acknowledgement letter, agreement/contract,
- c) Portfolio with sample video outputs if available compressed and sent as zip folder.
- d) Client list with reference, name, address, phone, email.

### **Preparation of the Proposal:**

The technical and financial proposals should be marked properly and should include the name and detail contact address of the lead consultant/agency mentioning. Mention the specific name while submitting the proposal.

### **Confidentiality:**

All the outputs such as reports, documents, information produced by this assessment are the property of BLAST and cannot be sold, used, or reproduced in any manner by the assigned reviewer/team without prior permission from BLAST.

### **Others Terms & Conditions:**

- a) Proposal must be sent from vendor's own email ID and receiving more than one proposal from same email ID will be treated as non-responsive.
- b) BLAST reserves the right to accept or reject any or all Proposals /tenders without assigning any reason whatsoever
- c) **Delivery time and place:** Awarded consultant will complete the work and send through online in after signing agreement at BLAST Head Office.
- d) **Inspection/supervision:** BLAST authorized person will inspect the work and provide certification, which will be given based on the satisfactory completion of work otherwise payment may deduct based on situation.
- e) **Offer Validity:** 60 days from the date of submission.
- f) **Evaluation:** Proposal evaluation will be made based on BLAST Procurement Guideline 2018.
- g) **VAT & Tax:** VAT and Tax will be applicable as per Government rule. **VAT (15%) and Tax (10%) will be applicable at source under the term as 'consultation service' as per govt. rules.**
- h) **Payment:** Payment will be made by account payee cheque in favor of your consultant after satisfactory delivery and a notation on the completion report by the recipient (with name, designation & date).
- i) **Partial Payment:** Partial payment may be allowed.
- j) **Alternative Offer:** Alternative offer will not be accepted.

The proposal should not exceed 7 pages, and should be divided into two components: (i) the Technical Proposal (weight: 75 points); and the Financial Proposal (25 points). The CVs of consultant/all team members within a consultancy firm undertaking the assessment, work plan, and detailed proposed budget (part of the Financial Proposal) must be annexed to the proposal. Individual consultants are encouraging to apply.

The complete proposal must be submitted by email to [purchase@blast.org.bd](mailto:purchase@blast.org.bd) within 3:00 pm, 23, September, 2021

**BLAST reserves the right to terminate the contract if the work produced by the consultant(s)/contracted firm is not of satisfactory quality or fit for the purpose of the contract. In case of termination, payment will not be made.**

**Bid Clarification:** Queries regarding this RFP can be raised by September 18, 2021, 3:00 p.m. through this email ID [purchase@blast.org.bd](mailto:purchase@blast.org.bd). All clarifications will be given to individual Consultant by September 22, 2021, 5:00 p.m.