

**Terms of Reference (ToR)**

**Engaging a Consultant/individual for Photography & Reporting**

**Reporting and Photography will be suitable for: CSOs/L-NGOs/INGOs/UN agencies**

**Background:**

Christian Aid have been working in Bangladesh since 1972. We are known for working on climate change, disaster risk management, gender equality, economic justice, human rights, etc. Christian Aid programme team has expertise and experience of working with government and civil society organizations (CSOs). The programme promotes access to just and equitable resources and supports the creation of resilient and thriving livelihoods for marginalised people and communities. The programme believes in downward accountability and alongside, its partners, is committed to making government and public institutions more accountable to communities for the service they provide.

In 2019, Christian Aid partnered with UN Women in Bangladesh for mapping and building capacity of 56 local-level women-led CSOs in five most natural disaster and climatic vulnerable districts and 10 sub-districts e.g. Khulna (Koyra & Dacope), Satkhira (Munshiganj & Kaliganj), Cox’s Bazar (Chakaria & Teknaf), Kurigram (Sadar & Chilmari) and Jamalpur (Islampur & Dewangonj).

The project will enhance the capacities of **56 women led and managed CSOs** that are essential for women to become a force in DRM and community-based resilience building and the interconnectivity and interdependency of these factors. The existing capacity building project of women led CSOs clearly identified that institutional capacity is needed for women led CSOs to hold themselves and other accountable. Women’s participation in disaster management committees and national resilience plan is vital for gender sensitive and responsive local and national risk governance. The current women led CSOs’ capacity building project also confirmed that women are required to address specific women vulnerabilities in their own context as well as national resilience building plan and disaster risk reduction, COVID 19 response to reduce social and especially women vulnerabilities.

Capacity building of women led civil society organizations (CSOs) for more about two years now, Christian Aid has many achievements in capacity building, policy development, climate change, disaster management, networking, emergency response, local governance system, localizing the responses through involving women led CSOs. Important lessons have been learnt throughout the implementation period.

In addition to the above, Christian Aid in collaboration with UN Women planning to implement few innovative programs for the most vulnerable segment of the communities e.g. women, adolescent, ethnic & religious minorities, disable, elderly population living at cyclone prone areas of Bangladesh. Amongst the programs women led early warning dissemination, courtyard meetings and screening communication materials on cyclone preparedness, early warning, gender-based violence (GBV), upzila level networking workshop, etc. To document the best practices, lessons learnt, impact of these innovative activities and capture the quotes of participants of these programs in writings and photography, Christian Aid wants to produce program by program short reports with good and high quality photos to highlights the program achievement. Christian Aid will hire an agency/individual personal who will visit the field, attend in different workshops and courtyard screening and gather necessary photos, quotes and reports in coordination with the Christian Aid team and women led CSOs in 3 (three) cyclone-prone districts e.g., Khulna, Satkhira & Cox’s bazar to carry out the achievement and instant impact of works in English.

**Objective of the task**

* To capture the outputs (both reports and photos) of upzill level networking workshops (6 in 6 upzills)
* To share intervention, success and learning of the courtyard screening of communication materials among wider audience
* Interview participating communities’ women and other vulnerable segments and capture their immediate reaction and learning from these screening and video shows

**Requirement**

1. **Site management activities in the districts and sub-districts**

* Visit 3 cyclone prone districts and sub-districts e.g. Khulna-Dacop & Koyra, Satkhira-Kaliganj & Munshiganj and Cox’s Bazar-Chokoria and Teknaf and talk and meeting with participating CCP volunteers, DMC members, UP women members, Upzilla vice-chairperson, journalist, women led CSO leaders,
* Attend community level courtyard screening/video shows and capture high quality photos with few quotes of participating women and disable persons
* Interview upzilla Disaster Management Committee Members, department of women and children’s Affairs officers, Agricultural department and capture their quotes on early warning disseminating at grassroot community level.
* Interview with CSOs leaders and Christian Aid CA and programme personals

1. Reporting and photography: At least 5 reports with relevant quotes (by name) in good English language of the participants from different sectors as mentioned earlier from each upzilla. The reports might include infographic (to showcase data & numbers.

**Expected Deliverables/Output**

* Should visit 3 districts (Khulna, Satkhira & Cox’s Bazar) and 6 upzillas (Dacope, Koyra, Munshiganj, Kaliganj, Chokoria & Teknaf) to capture photos and reports of courtyard meetings to be held at Ward/village level
* At least 50-60 high-quality with high-resolution photos from 6 upzillas based networking workshops should be prepared and submit to Christian Aid
* At least 24 highly quality reports (maximum 2 pages each) and high-resolution photos with specific quotes of the participating persons (women) from 12 Unions should be prepared and submit to Christian Aid.

• Should submit all photos captured from different project areas and final reports to Christian Aid within mentioned time.

**The General Terms and Conditions**

* Shall produce and submit of all reports and photos within time bound and must conform to use the best technologies e.g. high-resolution camera
* All information produced, soft and hard copies during contract period shall be treated as the property of Christian Aid
* The consultant/individual personal is responsible for writing reports, mobilize camera, travel arrangement, accommodation, food of other members of the production team and interviews/events coverage, etc.
* Consultant is bound to return the full money in case of any dissatisfaction of the quality and deviation from the agreement.
* Christian Aid will preserve the rights to terminate the contract under violation of the agreement.

**Reports and photos ownership and usage**

* All reports and photos prepared/developed during the contract period will be the exclusive property of Christian Aid 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 and reports for any purposes whatsoever, whether commercial or non-commercial. However, proper credit line will ensure in all product developed under this assignment.
* As per Christian Aid photography policy, written permission should be taken from the person who’s quotes, and photos will be taken and use for reporting. The consultant/personal should submit all written and signed permission documents to Christian Aid along with reports and photos.

**Payment Procedures:**

* Agreed number of reports and photography cost will be paid after submission of final reports as mentioned earlier to Christian Aid.
* Payment will be made within 15 days after submission of bill by consultant.
* Payment will be made by account payee check after deduction of Vat & Tax according to government rolls and procedures
* 25% of agreed amount should be paid to the vendor during signing of contract through A/C payee cheque.

# **Required Business Documents**

The Consultant firm should have updated Trade Licence/RJSC Certificate, Tax clearance certificate, VAT registration certificate, TIN certificate, and a list of clients provided relevant services. In case of individual, VAT and Tax will be deducted as per Government rules.

**Timeline & locations**

* The reporting and photography period shall be completed by 20th May 2021

# Working areas shall cover as Satkhira (Kaliganj & Munshiganj), Khulna (Dacop & Koyra) & Cox’s Bazar (Teknaf & Chakoria)

# **Profile of Lead Consultant**

* The consultant or individual person should preferably have-
* Prior proven experience on high quality report writing in English language and photography with high quality and updated technology-based camera (Please attached previous similar types of works if done as evidence)
* Excellent report writing and quote collection skills
* Priority will be given in skills on national resilience plan, early warning system, gender-based violence, humanitarian issues, etc.

# **Budget provision**

Undisclosed for open tender call.

# **Required business documents**

The Consulting agency/individual should have updated Trade Licence/RJSC Certificate, Tax clearance certificate, VAT registration certificate, TIN certificate, and a list of clients provided relevant services. VAT and Tax will be deducted as per Government rules. For interested individuals, submission of TIN certificate and evidence of previous works will be treated sufficient

**Selection Criteria:**

The selection committee will evaluate both the technical and financial proposal of the Consulting agencies 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 Consulting Agency whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

**The following areas will serve as criteria for technical proposal (100 marks) assessment:**

* Previous experience in high quality report writing (30 marks)
* Previous experiences in high quality case studies writing using appropriate quotes of participants/respective personals (20 marks)
* Time-bound rollout plan (20 marks)
* Financial proposal (30 marks)

**Technical Proposal & Financial Proposal**

# Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.

# Relevant Experience (max 2 pages).

# Detailed methodology and conceptual framework with expected deliverables and timelines, man days required (3-5 pages).

# Cost breakdown for financial proposal needs to be shown.