



Eco Social Development Organization (ESDO)

**Terms of Reference
for**

Hiring vendor to produce video documentary under
Strengthening Community Resilience to Disaster through School Safety Initiative Project

Supported by: Plan International Bangladesh

Background and Introduction:

Bangladesh is globally ranked as one of the most vulnerable countries to the impacts of medium and large scale disasters. There is increasing evidence of natural hazards such as cyclone, flood, draught, lightening and river erosion. The greatest impact of medium and large scale disasters are on education, human migration, decreased agricultural production, malnutrition, infectious-water and vector-borne diseases. Regular disasters cause damage to infrastructure, denying children shelter and hindering their attendance to school. Disruption of services diminish children's access to food, water, health care, and education especially tens of thousands of children lose precious educational hours every year. This loss translates into higher drop-out rates, lower academic achievements and denial of the basic right to education. Marginalized and excluded children especially those with disabilities, particularly girls with disabilities are at greater risk. Children also suffer from a decline in familial care and increased exposure to neglect, abuse and violence. Girls in particular are set to suffer greater gender based violence risks resulting from climate change.

Based on above scenario, ESDO and Plan international Bangladesh came-up with a common vision through meaningful partnership to minimize the impact of disaster and promote gender equality for girls and boys in the most at risk communities, especially in Kurigram District. ESDO is assigned for implementing a multi-year disaster preparedness project titled "Strengthening Community Resilience to Disaster through School Safety Initiative (SSI)" with an aims to: *girls and boys in the most at risk communities in Bangladesh have equal access to safer education and learning environment that minimizes the impact of disaster and promote gender equality.*

Project overview:

The project is focusing Comprehensive School Safety Framework (CSSF) to reduce risks from all hazards to the education sector following three pillars of school safety which are (i) Safe Learning Facilities, (ii) School Disaster Management, and (iii) Risk Reduction and Resilience Education. The CSSF aims to provide a unified focus for child-centred and evidence-based efforts to promote Disaster Risk Reduction (DRR) throughout the education sector and to assure universal access to quality education. The goal of the project is Girls and boys in the most at-risk communities in Bangladesh have equal access to safer education and learning environment that minimizes the impact of disaster and promote gender equality.

The project has considered Kedar, Kochakata, and Bolloverkhash Union under Nageshwari Upazilla of Kurigram district for its implementation. The targeted project locations have been selected based on overall disaster vulnerability, socio-economic condition, and poor functionality of existing government administrative services on education.



1.1 Project Objective:

To ensure equal access to safer education and learning environment that minimizes the impact of disaster and promotes gender equality for girls and boys in the most at risk communities in Bangladesh.

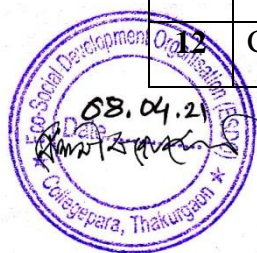
1.2 Expected results of the project:

- Key stakeholders are better prepared to address rights to education and protection of boys and girls in high risks communities;
- Good practices and lessons learned on gender transformative Safe School interventions are systematically documented and shared among key stakeholders;
- National Safe Schools Policies/guidelines is effectively implemented by target local authorities.

Location of the Project:

Strengthening Community Resilience to Disaster through School Safety Initiative project has been implemented in 12 vulnerable schools (9 primary and 3 secondary) in 3 unions in Nageswari upazila of Kurigram district where there is high exposure to flood and river erosion. This location has been selected based on overall disaster vulnerability and socio-economic condition of this area. This project has been working to ensure a safer school for the student by creating the resilience in school and community. Union wise school location described herewith-

Sl	School Name	Union	Remarks
1	Dholuabari Government Primary School	Kedar	
2	Balalabari GPS	Kedar	
3	Golarhat GPS	Kedar	
4	Shoverkutty GPS	Kedar	
5	Kachakata Girls High Schools	Kedar	High School
6	Indrogar Secondary High School	Kachakata	High School
7	Uppokulio Modoltary Golerhat GPS	Kachakata	
8	Indrogar Beparitari GPS	Kachakata	
9	Char Krisnapur GPS	Bolloverkhash	
10	Roghur Vita GPS	Bolloverkhash	
11	Brommottor GPS	Bolloverkhash	
12	Char Bolorampur Prantonibash High School	Bolloverkhash	High School



Purpose of the documentary:

The purpose of this Video Documentation is to showcase the best practices and achievements of Safe School Initiative (SCRDSSI) project like goal, objectives, key strategies, interventions and gender related good practices of SRCDSSI project which will be used in future as key document and highlight the work of project. This documentary will be demonstrated in different forums, to the visitors, donor's community programs and events organized by the project. Specific objectives are-

- To share significant activities, achievements and lesson learnt of project with relevant government departments, local government, community peoples, youth, adolescent girl and donor.
- To create a visual evidence for proper implementation of project components in the targeted field.
- To focus the challenges aspect of riverine area due to implement of National Policies on DRR and Comprehensive School Safety by stakeholders.

Scope of works:

This documentary will be a tool of mass people mobilization and stakeholder realization. Develop the documentary will demonstrate the impact of the project interventions in the life of the students/beneficiaries/stakeholders as well as community and the best practices of SCRDSSI project. The documentary will be engaging and positive so that the audience can be aware on leanings & related disasters. To complete this assignment listed activities will be preferably but not limited to:

- Introductory meeting with project team (ESDO and Plan International Bangladesh).
- Write script and shared with ESDO team and project of Plan International Bangladesh.
- Incorporate feedback and rewrite script and share with project team.
- Take approval on script from project team.
- Develop an updated and information on different disasters like flood, earthquake, cold wave, COVID-19, gender and protection of children and adolescent/youth girls & boys.
- Explore the contribution of youth group, students task force group that formed under this project
- Review the related documents developed by ESDO, Plan International Bangladesh and other organization.
- Capture video footage from the field and stakeholders area of Nageswari Upazila under Kurigram district.
- Include statement and interview of different stakeholders with govt officials.
- Capture and collect photographs from the field and project staffs.
- Edit the video footage and photographs with subtitles
- Review the previous video documentaries
- Use the previous video footages captured by project in different time if necessary
- Share the draft of documentary with project team and Plan International Bangladesh and get feedback.
- Re shoot if necessary.
- Finalize the documentary

Specification of the documentary:

Type of documentary: Audio-visual product

Length : 5 minutes.

Language : 02 versions (Bangla & English)

Background voice : Bangla & English voice background.



- Costume : Proper and colorful costume based on local culture
 Camera : High performance camera for taking footages with related instruments.
 Voice record : Use high performance voice recorder with necessary Instrument.
 English translate : English translate will display in the scroll bar during any statement in Bangla language by stakeholders

Eligibility Criteria:

The consultant should have experiences on audio-visual recording, editing, and media production; clear understanding of the technical aspects of video making process and understanding of social development field is required along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products

Expertise of technical team:

The bidder should have the following technical experts in their team:

- Producer
- Camera man,
- Audio controller
- Script writer
- Interviewer
- Editor

Time frame :

SI	Tasks	Expected time frame						
		W-2 April 2021	W-3 April 2021	W-4 April 2021	W-1 May 2021	W-2 May 2021	W-3 May 2021	W-4 May 2021
1	Primary meeting on the production between ESDO, Plan International Bangladesh RDO & vendor.							
2	Bangla & English script prepare by vendor for documentary							
3	Script sharing with project team by vendor and finalize							
4	Work in the field by vendor							
5	Editing work & draft submission to ESDO by vendor							
6	Documentary reviewed by Project, Communications team and DRM manager and provide feedback to the vendor							
7	2 nd draft submission to ESDO by vendor							
8	Review the documentary by communications team and give the final approval.							
9	Final documentary submission to ESDO by Vendor							



Selection criteria weighted score.

Sl	Parameters	Score (100)	Remarks
1	Understanding the assignment and ability to work in the char area	(20)	
2	Experience of work on developing script, interviewing, electronic media, audio-visual system managing, editing, video documentation, material development etc.	(20)	
3	Sample work (Innovative/out of box)	(20)	
4	Team composition	(10)	
5	Experience working with other organizations	(10)	
6	Vendor/Institution legal papers	(10)	
7	Cost effectiveness	(10)	

How (Assignment will be carried out as follows):

- After winning the bidding process, ESDO with the assistance of Plan International Bangladesh will invite in a meeting to explain the requirements more clearly.
- Modify and resubmit the plan and budget if required.
- Work with communication department and project team and facilitate necessary coordination for the job and complete the work.
- Deliver the items as mention in the deliverables part to project team in Nageswari Upazila of Kurigram under Rangpur division. Request for payment (as per payment mode mentioned in this TOR) to ESDO.

Deliverable items:

- Master video documentary Bangla & English version on project interventions/ youth group contribution/ student task force contribution in community resilience and photographs covering 5-7 minutes time in a CD/DV tapes. And google drive link.
- Electronic copies of video in AVI format before the deadline.
- Captured raw footages.

How to apply:

Interested individual vendor/bidder are requested to submit proposal and documents (Technical and Financial) in a sealed envelope by 18.04.2021; 4:00 pm to Convener, Central Purchase Committee Eco Social Development Organization (ESDO) College Para (Gobindanagar), Thakurgaon- 5100. Only the hard copy proposals with duly signature of authorized person will be acceptable. The Envelop must be marked with the title of the assignment. For any technical queries regarding the assignment please contact faruknoj@yahoo.com.



Payment Schedule

Payment to the selected bidder shall be done in accordance with normal procedures of ESDO policy. ESDO will deduct VAT and Income Tax at source as per Bangladesh Government rules. However, the payment would be made in account payee cheque /bank transfer by the name of the institution by maximum two (02) Instalments:

1. 30% of the agreed and contract amount after providing first draft of the contract.
2. And the last 70% will be paid after submission of final documentary.

Disclaimer:

ESDO has the rights to accept or reject any or all proposals without assigning any reason whatsoever.

Comply the child Protection and other policies:

The vendor/individual shall comply with the child Protection, gender and conflict of interest policy of ESDO as well as Plan International Bangladesh. Any violation/deviation in complying with policies will not only result-in termination of the agreement but also organization will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Child Protection Policy. Child protection policy will be shared at the time of agreement for the assignment for understanding and act accordingly.

Penalty Clause: The Supplier/ Firm is expected to provide services within stipulated period. If for any reason, the supplier/ firm fails to deliver services within stipulated time, the supplier/ firm needs to inform ESDO in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay.

Annex:

1. Safeguarding children and young people policy.
2. Gender policy
3. Anti-Fraud, Bribery and Corruption policy

