**Term of Reference (ToR)**

**on**

**Hiring Agency/Consultant for development of Project Video Documentar, Brochures, and Printing for “Prevention and Response of Child Protection Concerns through Timely Initiative with Children Engagement (PRACTICE) Project in Camp- 21 & 24, Cox’s Bazar.**

1. **About Friends in Village Development Bangladesh (FIVDB)** and **Plan International Bangladesh:**

**Friends in Village Development Bangladesh (FIVDB)**, is a Bangladeshi non-governmental organization founded in 1979 under the Societies’ Registration Act, 1860. The organization is also registered with the NGO Affairs Bureau and the Micro Credit Regulatory Authority, of the Government of Bangladesh. FIVDB started to implement its own socio-economic development programmes from 1981. FIVDB commenced its humanitarian response program in Cox’s Bazar immediately after the huge Rohingya influx in 2017

FIVDB mainly emphasizes on creating conditions for overcoming development constraints faced by the disadvantaged communities towards their sustainable socio-economic development. FIVDB’s societal vision is articulated as being ‘a vibrant society based on justice, equity, democracy and environmentally sound principles. It works with the mission to ‘give the disadvantaged women, men and children greater voice, reduce their vulnerability, increase their use of citizenship rights and help them enhance their quality of life’. To that end FIVDB pursues educational, social and economic capacity building and social organization processes. It works to strengthen social protection, and safety networks and participates in national and international outreach and advocacy. The organization combines grassroots service delivery, social mobilization and advocacy in its work and works in collaboration with communities, civil society, the Government and private sectors.

***Plan International*** has started working in Bangladesh since 1992 to generate positive change by promoting girls’ and young women’s leadership. Through all our work, we encourage Children & youth, especially girls & young women, to be recognized as leaders of change in gender norms and empower them to take decision about their lives.

***The refreshed*** country strategy 2030 of ***Plan International Bangladesh*** stated the vision to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights. The strategic priorities imply children and youth leadership, girls make decision, and young women control over resources. These priorities will chip in achieving Sustainable Development Goal (SDG) goal of Gender Equality and Girls Rights through empowering children and youth leadership as agent of change maker in gender norms, also promoting them decision making about their lives by 2030. We won’t stop until we are all equal.

1. **About PRACTICE Project:**

The PRACTICE project is working to strengthen the protective environment and empower Rohingya refugee children, in particular girl children and adolescent girls, through the provision of protection services, community-based Child Protection action, and the engagement of parents/caregivers. Since beginning, the project has been strengthening the protection environment for the Rohingya children, with a focus at the most at risk and affected children, and in particular adolescent girls and boys, in camp locations 21 and 24 under the Teknaf sub district of Cox’s Bazar, placing affected communities at the center of the response. This project will run from July 1, 2023, to March 31, 2025, in partnership with Plan International Bangladesh, supported by Radiohjalpen

The objective of this project is the following:

* Strengthened community-level child protection mechanisms (CBCP) to provide protective environments for vulnerable children and adolescents, promote positive social and gender norms, and prevent and respond to violence.
* Vulnerable girls, boys, adolescent girls, and boys have improved knowledge, skills, capacities and well-being to protect themselves from violence.
* Improved ability of parents and caregivers to perform their protection responsibilities against violence in families through positive norms on parenting, gender equality, and SRHR.

7 CBCP (Community-Based Child Protection) Committees have been formed in Camps 21 and 24 to achieve the project's main objectives. To strengthen the Community-Based Child Protection Mechanism, capacity building of members is being done through participation in various training, orientations etc. As a result, members of these committees are playing a role as safeguard for children in the area and continuing to take initiatives to strengthen child protection systems.

In the meantime, PRACTICE Project passed a milestone to graduate 4500 (2250 adolescent girls and 2250 boys) in camp-21 and 24 through the completed Champion of Changes module. After completing the module, graduate learners can now identify the major child protection risks and concerns, considering the risks and concerns, they can properly plan how to address the issue in a collaborative and systematic process. They also learnt how to relate to their sexual and reproductive rights, emotions, traumas, peers, and family members etc. in order to better cope with stressors and achieve self-protection in their day to day lives.

To meet their basic needs, and prevent negative coping mechanisms such as child marriage, child labor, and child trafficking at the camp level, the project PRACTICE also provided homestead gardening training and materials support among the selected 400 Rohingya adolescents girls and women under Camp-21 and 24. It also facilitates the distribution of essential gardening inputs such as seeds, tools, and organic fertilizers to ensure that adolescent girls and women have the necessary resources to start and maintain their homestead garden or pit. Additionally, 20 entrepreneurs will be supported with small agricultural shop for bringing a sustainable solution in generating income opportunity and availability of climate-smart food at camp level.

1. **Main objectives of the assignment:**

The objective of this assignment is to produce video documentary and brochures as IEC materials through:

* Capturing best practices and stories as project learning tool
* Capturing the voice of children, adolescents, parents, and caregivers (prioritizing gender, age, sex, and disability inclusion).
* Capturing reflections from stakeholders (Govt, Non-Govt, Sector/Sub-Sector focal, community leader/Majhi, CBCP committees etc.).
* Develop a brochure in Bangla and English language (1/4, 3 folding, 4 Colors). Brochure shall include but not limited to success/case stories, best parctices significant project achievements etc. thorugh communicating voices of children, adoelscent and caregiversand obtaining reflections form stakeholders.

***FIVDB*** and ***PLAN INTERNATIONAL*** Bangladesh will utilize this produced document as evidence of advocacy to policymakers, donors and other crucial stakeholders. It will also be published in ***FIVDB*** and ***Plan International***’s National and Global social media platforms, networks and workplaces

1. **Timeline of the assignment:** Four weeks (calendar days) after contract confirmation and final submission should be within 25th December 2024. More specifically,

* Data collection: [4 December,2024]
* Draft Report Submission: [12th December,2024]
* Review and Recommendation (19th December,2024]
* Submission of Final Report: [25th December,2024]

1. **Location of the assignment:** Camp-21 under Whykong Union and Camp-24 under Hnila Union in Teknaf Upazila.
2. **Activity Detail:**

**Pre-development Stage**

* After selection and contract initiation, the consultant/agency will consult with the FIVDB and Plan International Bangladesh project management and implementation teams, including communication team to obtain additional information on the purpose, context, plan, key messages, and production criteria.
* Prepare a draft storyline of documentaries, including a plan and methodlogybased on consultation with FIVDB and Plan International Bangladesh
* Submit an inception report with script and storyline of the video documentaries and contents of the brochure.

**Documentary Development Stage:**

* Undertake field visits to capture different project activities (*program participants from the household level, CBCPC meeting, Life skill (COC) sessions, Discussion with adolescent girls and boys in camp, life-skill and positive parenting sessions, father’s club participants, homestead gardening participants, dignity kits and NFI distribution participants) and also to obtain reflections from stakeholders i.e. CiCs, Non-CP actors, Community leaders groups/elites;*  Prepare the documentaries containing necessary interviews.

**Post Development Stage:**

* Develop a draft version of both video documentaries and brochures.
* Incorporate the feedback as required by FIVDB and plan international and share with FIVDB and Plan international for finalization.
* Submit the final version video documentary and brochure as per the contractual agreement.

1. **Specific Deliverables:**

* Detailed activity plan along with timeline for specific tasks,
* Script of the documentaries and brochure.
* Finalized video documentary lengthening 10 to 15 minutes) with English subtitles following objectives of this assignment.
* Promotional video with a length of 2 to 3 minutes with English and Bangla subtitles.
* All footages of the documentaries must shoot in 4k resolution.
* All footages and photos must be shared in an external hard drive.
* Editable and working file of the documentary. (Premiere pro)
* The consultant will also explore creative ideas and opportunities of dynamic activities to make the documentation a success in consultation with *FIVDB and Plan International*.
* Soft copy and ai file of the brochure
* Brochure must be in bangla and english language (4 colors, and 1/4, 3 folding).

1. **Expected competencies**

The Consultant/agency is expected to have the following qualifications and experience:

* Minimum 5 years of professional experience in producing multimedia content.
* The agency should require below technical capacity on:
* Script Writing
* Photography
* Videography
* Audio-visual product development
* Promotional and Publication document
* Communications material design development and production
* Infographic design
* Good understanding and knowledge about humanitarian context and child protection in Emergencies and Food Security and Livelihood Interventions in Emergencies.
* Clear understanding on the challenges of administering data collection within the project area at Teknaf, Cox’s Bazar.
* No history of violation of child rights, child safeguarding and IASC core principles.
* Understanding of norms, values, national laws, policies and strategies that affect Gender Equality and child rights.
* Evidence of producing high-quality documentary and publications.
* Share at least two drafts of video documentaries that they have prepared previously for other organizations
* Adherence to ***FIVDB***’s gender, child safeguarding, and PSEA policies and personal policies and procedure
* Adherence to Global policy on safeguarding children and young people of Plan international and uphold FIVDB and PI’s vision.

1. **Expected sequence of works:**

The awarded Consultant/agency will be invited for a discussion session to provide further clarity about the assignment. Based on that a work plan and template will be approved for the assignment. All products will be received from the consultant after the final approval from the project and communication teams of FIVDB and Plan international.

1. **Mode of Payment**:

The payment will be made in three instalments:

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| **Instalments** | **Percentage** | **Timeline** |
| 1st instalment | 30 | Submission & upon acceptance of inception report |
| 2nd instalment | 30 | Upon submission of 1st draft /partial product |
| Final instalment | 40 | Upon written acceptance of the final document by ***Plan International and FIVDB*** |

***FIVDB*** will deduct VAT and Income Tax at source as per Bangladesh Government rules and deposit to bank on behalf of the firm.

1. **Submission of Proposal:**

The technical and financial proposals should be submitted electronically to the email address: [fivdbcoxhr@gmail.com](mailto:fivdbcoxhr@gmail.com)on or before **16 November ,2024** with an email title ‘Submission of quotation for **‘**Prevention and Response of Child Protection concerns through Timely Initiative with Child Engagement’The quotation should be submitted in an MS Excel or PDF format through email.

1. **Preparation of proposal**

The proposal will be divided into two parts and must be submitted in three separate folders i.e. technical, financial and mandatory annexure. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed technical proposal.
* Details of the writer, photographer, cinematographer, editor, graphic designer.
* Details of proposed camera and other equipment.
* Methodology and workplan with a timeframe.
* Portfolio link with similar types of documentaries.
* Detailed budget of the activities
* This section should include the mitigation strategies to address the risk associated with Child safeguarding (referring to section 19 below)
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Account of experience about conducting similar activity.
* Financial proposal
* The financial proposal should clearly identify, item wise summary of the cost for the assignment with a detailed breakdown. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal.
* Mandatory Annexure
* CVs of the team leader and key members of the team which reflect relevant experience to conduct the study
* At least two drafts of video documentaries and promotional documents that they have prepared previously for other organizations
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.
* Copy of latest Tax Acknowledgment copy.
* Copy of valid updated Trade License
* Proof of financial solvency

1. **Selection Process:**

This will be a quality-cost based evaluation. The selection criteria are below:

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| **Sl** | **Criteria** | **Weight** |
| 1 | Technical Proposal | 50% |
| 2 | Financial Proposal | 30% |
| 3 | Previous Experience | 20% |

1. **Contact persons from Plan International Bangladesh for the task:**

For any clarification, the consultant may contact -

Mahbubur Rahman, Project Coordinator, Email: [mahbubahpfivdb@gmail.com](mailto:mahbubahpfivdb@gmail.com),

Ginia Parvin, Project Manager, Plan International Bangladesh, Email: [ginia.parvin@plan-international.org](mailto:ginia.parvin@plan-international.org).

1. **Ethical Considerations**

***FIVDB*** commits to ensure the rights of the program participants during data collection or analysis are protected and respected by FIVDB’s child safeguarding policy and personal policies and procedure. All bidders should include in detail that how they will ensure children’s and project participants’ safety in the story, video and still photo collection process. Specifically, the bidder shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children, young people and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

The consultant should be not to add anything in the assignment which may be harmful to any respondent in any matter. No participant should be forced to provide any information they do not want to for the expected outputs/deliverables of this assignment. The objectives will be clearly explained to all the respondents of this assignment before gathering stories/data/photos/videos from them. The story, photos/video collectors will be abstained from collecting stories, videos and photos from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting stories, videos and photos.

1. **Bindings**

All stories, videos, photos, documents, papers, promotional and publication documents and data produced during this assignment shall be treated as ***FIVDB*** and ***Plan International*** Bangladesh’s property and restricted for public use. The contracted consultant team/consulting firm will submit all original stories, photos, videos, documents, materials, and relevant data to the head quarter of ***FIVDB*** and country office of ***Plan International*** Bangladesh before receiving the final payment.

1. **Negotiations**

Once the proposal is evaluated, ***FIVDB*** may enter negotiation with one or more than one consultant team/consulting firm for final selection. If negotiations fail with one bidder, ***FIVDB*** will invite another consultant team/consulting firm whose proposal was received and eligible for negotiation as a next choice. If none of the invited proposals led to an agreement, fresh Requests for Proposals (bidding document) will be circulated.

1. **Award of contract**

The consultant team/consulting firm expected to commence the assignment within 2 days of signing contract.

**Risk Management**

The consultant team must take all reasonable measures to mitigate any potential risks to the delivery of the required outputs of this assignment in time meeting the expected quality. They are expected to prepare a risk matrix for the overall activities. The consultant/agency will acquire all the approvals from relevant GoB authorities (RRRC, CiC) to carry out the assignment.

1. **Disclaimer:**

***FIVDB*** reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

1. **PII’s Global Safeguarding and PSHEA Policy::**

The firm/individual shall comply with the PII’s Global Safeguarding and PSHEA Policy . Any violation/deviation in complying with those policies will not only result-in termination of the agreement but also Plan I*nternational* Bangladesh will initiate appropriate action to make good the damages/losses or breaching of the data privacy caused due to the non-compliance of those policies.

1. **Non-Staff engaged by FIVDB’s Code of Conduct:**

The firm/individual shall comply with the non-staff engaged by ***FIVDB*** ‘s Code of Conduct **and** PSEA code of conduct**.** Any violation/deviation in complying with FIVDB’s non-staff engaged by ***FIVDB*** will result in termination of the agreement.

1. **Anti-Fraud, Anti-Bribery, and Corruption:**

The firm/individual shall comply with the Fraud Control and Anti-Corruption Policy, Anti-Bribery, and Anti-Money Laundering and Terrorist Financing Policy of FIVDB. Any violation /deviation in complying with FIVDB’s aforementioned policies will result in termination of the agreement.

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| **Prepared by:** | **Reviewed by:** | **Approved by:** |