**Terms of Reference (TOR)**

**For**

**Developing a Video Documentary based on Manusher Jonno Foundation (MJF) activities**

1. **Background of the Assignment**

Manusher Jonno Foundation (MJF) is one of the largest national non-governmental organizations in Bangladesh providing grants and capacity building support for human rights and good governance since 2002. MJF’s all programmes are conceptually and strategically consistent with the relevant provisions of the Constitution of Bangladesh, as well as the National Integrity Strategy (2012); the Seventh Five Year Plan (2016-2020); and the Sustainable Development Goals (SDGs) 2030.

MJF has been directly involved in some of the most progressive and pro-poor laws and policies enacted over the last 16 years. Through unique partnership with NGOs, it has produced tangible and indirect results and benefits to a large number of women, children, and persons with disability, including 12 categories of marginalized and disadvantaged communities in Bangladesh.

**MJF Programme Areas:**

As a part of its strategic interventions covering the period from 2018 to 2022, MJF is focusing on the following programmatic areas:

1. **Security and Rights of Women and Girls ( SRWG)**
2. **Tackling Marginalization and Discrimination ( TMD)**
3. **Strengthening Public Institutions ( SPI )**
4. **Decent and Safe work ( DSW)**
5. **Youth and social cohesion ( YSC)**

**1.2 About assignment:** MJF wants to focus on all the projects

**1.3 Objective of the assignments**

The overall objective of this assignment is to produce a video documentary to tell stories of MJF activities.

**2. Assignment Summary**

|  |  |
| --- | --- |
| **Title** | Developing a Video Documentary based on Manusher Jonno Foundation (MJF) activities |
| **Assignment Type**  | Documentary |
| **Number of Assignment**  | 1 |
| **Duration Documentary** |  10 minutes minimum |
| **Language** | English with Bengali subtitle |
| **Location**  | 7/8 Location, nearby districts of Dhaka except Chittagong and CHT. |
| **Primary Methodologies** | It’s a research-based documentary. Interviews with different stakeholders including primary, and secondary stakeholders both in fields, district and national level. |
| **Assignment Start and End Dates** | November 25, 2019 – January 5 2020 |
| **Last Date of Proposal Submission** | November 15, 2019 |

**3. Expected Deliverables**

- Story Lineup with treatment plan.

- MJF technical team will review the contents and provide necessary feedback.

- Documentary will be 1080p (HD1920 x 1080 pixels) 25 frame per second format, 16:9 ratio and stereo sound quality.

 **4.** **TIME FRAME**

The individual/ organization will be engaged for **30** working days after signing the agreement. The documentary must be finalized by **30 December** by addressing all the feedback from the client. For the assignment following time frame will be followed.

|  |  |
| --- | --- |
| Activity | Time |
| Initiation of the task | As agreed |
| Preparation of the storyboard in consultation | As agreed |
| Videography and Key Informant Interview | As agreed |
| Sharing the first version of the documentary | As agreed |
| Receiving and incorporating feedback of the MJF and sharing the second version of the documentary | As agreed |
| Sharing the final documentary after addressing all the feedback and comments | As agreed |

**5. Process:**

**Pre-production phase:**

* Filmmakers will submit a proposal on the basis of ToR with detail work plan, timeline and budget.
* Desk study: MJF team will share all the relevant documents with the filmmaker and script writer
* Script writer will write script about the film and further campaign as well as share with MJF team\*
* Planning of the documentation.

**Note**: Shooting locations will be in different areas. Voice over needs to be in Bangla and English.

**Production phase:**

* Outdoor shooting in the field areas
* Gathering field footages. \*
* Taking interviews \*
* Insert still picture, case studies, stories, beneficiaries quote, etc.

**Post production phase:**

* Editing, voice over, sub-title and graphics
* Developing preview copy
* Final editing  Deliver final draft

Note: In-house editing panel is required.

**6. Payment terms and conditions**

MJF will pay remuneration subject to timely and satisfactory completion of the contracted work through following instalments.

|  |  |  |  |
| --- | --- | --- | --- |
| S.N | Instalment | Deliverable | Remarks |
| 1 | 1st instalment (25%) | Finalize the script and sketches the figures of story of documentary | The first instalment will be provided |
| 2 | 2nd instalment (25%) | Submission of final draft documentary  | The second instalment will be provided |
| 3 | Final instalment (50%) | Submission of final copy with voice over and subtitle | The final instalment will be provided |

 Note: Payment will be made through Account Payee Cheque. VAT/TAX will be deducted as per GOB rules from the total amount.

**7. Budget**

 All cost should be quoted in BDT. The budget of the tasks should be broken down in details as per convenient format. This summary budget information should be inserted in the Front page of technical proposal.

**8. Qualifications and competencies required**

**#** The Consultant individual(s) or organization should have experience in producing documentary/ video films relating to the rights issues and development works.

# Experience in working with international organizations and/or donors as well as with development organizations/ NGOs

# Minimum 5 and above years of experience working in video production

**9. Confidentiality and copyright**

 All the documents including the visual prepared during the assignment will be treated as the property of MJF. The documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of MJF. Copy write issues must follow the international guideline.

**10. General Terms and Conditions**

**-**Either party can terminate this agreement through a written notice within 15 (fifteen) days from the date of signing this agreement. MJF reserves the right to unilaterally terminate the contract if:

\* The External firm/individual cannot fulfill any clause of Terms of Reference.

\*The External firm/individual cannot submit their documentary within the specified time.

 \* Any document, information or data entrusted to or produced by the firm in connection with this assignment shall be strictly confidential and cannot be used by the external firm for any other purpose without the written consent of the MJF authority. This provision shall remain valid even after the completion of this assignment.

 \*In the event of a major natural disaster, war or major civil or political unrest this agreement may be renegotiated and jointly revised between the two parties recognizing any consequent change in the environment for implementation.

**11. How to apply**

Interested consultant/team/firm are requested to submit printed copy of proposals (including, copy of TIN, methodology, activity plan, proposed script, budget, professional CV, copy of TIN and evidence of working experiences) within 15th November 2019 to ‘Manusher Jonno Foundation’ House # 22, Road # 4, Banani, Dhaka – 1212 and e-mail to ramesh@manusher.org