



Terms of Reference (TOR) For Photo Story Book

Introduction:

Introduction Manusher Jonno Foundation (MJF) a non-government and non-profit organization works with local organizations to improve the well-being of poor and marginalized communities, through increasing their voices, capacities, realization of their fundamental rights and demand-driven institutional responsiveness. MJF believes in equal rights of all human beings and therefore, is working for upholding the dignity of socially excluded and marginalized people. MJF is dedicated to mainstreaming gender in its operation in terms of participation, capacity, and programmatic focus. It is one of the largest national non-governmental organization in Bangladesh providing grants and capacity building support for human rights and good governance. MJF is implementing a five-year project funded by Swedish International Development Cooperation Agency (SIDA) with an aim to enhance the capacity of civil society and public institutions to address gender-based violence in public and private domain and build greater resilience of vulnerable communities to deal with climate change impacts and natural disaster. Under this project, MJF has already established partnership with 9 organizations to work directly for building community resilience towards climate change impacts and engaged 13136 HHs from climate vulnerable coastal, floodplain and hill areas. The specific objectives of this project are:

- a. to support climate vulnerable communities with special emphasis on women in Coastal, Char, and Hilly regions to implement grassroots projects aimed at reducing vulnerability to climate change impacts
- b. to promote knowledge management within networks of partners and non-partner NGOs and CSO's utilizing best practices for community-based climate change adaptation
- c. to promote context specific, eco-system friendly and climate adaptive agricultural and livelihood practices in Coastal, Char, and Hilly regions
- d. to identify and address vulnerability and insecurity of women left behind due to climate induced migration by involving the community, civil society and multilevel stakeholders.

These organizations are also involved to strengthen public institutions to ensure responsiveness towards gender concerns including Violence against women and girls (VAWG) and climate change adaptation (CCA).

Purpose of the assignment:

The main objectives of this assignment is to visualize the changes in lives and livelihoods of women and girls by the project through photography

Specific Objectives

- Visual documentation on vulnerability of people especially women and girls due to climate change in project areas;

- Visual documentation of change in life of people especially women and girls by intervention of the project;

Creative Effort:

1. Photo story of the selected beneficiaries to be collected from at least 8 districts where there are the working areas of MJF and its partner organizations situated.

The working areas are:

- a. Patuakhali- Rangabali and Kolapara
- b. Barguna- Pathorghata
- c. Bhola- Tozumuddin
- d. Bagerhat- Mongla
- e. Satkhira- Shymnagar
- f. Gaibandha- Sadar and Fhulchori
- g. Bandarban- Sadar and Rowangchhari
- h. Rangamati- Sadar and Naniarchar

Photography – Photography to be done in the working areas of MJF and its partner organizations situated in 8 districts around the country (List of the districts are mentioned above). Photographs will be taken on livelihoods (on farm and off farm/agricultural and nonagricultural) practices grabbed by the beneficiaries with support from project along with vulnerability of the area related to climate change. At least 5 quality pictures will be captured from working area of each partner organization.

Writing – Each photo will consist of brief description. Photos of livelihood will contain introduction of beneficiary and how she/he benefited. Photo of vulnerability will contain brief on how they people are impacted. Description section should be limited within 5 sentences. The book will be divided into 4 chapter namely introductory chapter, chapter for coastal area, flood plain area and hill tracts area. The introductory chapter will provide a brief description on the project and other chapters will contain 1/0.5 page description at the beginning of each chapter.

Design – the brief writing and the selected photographs will be designed as a book according to a given size and page quantities, subject to final approval from the MJF.

DTP Supervision – the designed and developed books to be given to the press with final approval of the MJF and supervised the printing, cutting & binding and packaging to the finished product to be delivered to MJF.

Completion – 300 copies printed books to be delivered to the MJF and submitted the final bills against the entire job and collected the dues accordingly.

Technical Specifications:

1. Book Size – width 12 inch X length 9 inch
2. Page count – 56 Pages (all 4 color and mat lamination)
3. Paper Quality – Inner – 170 gsm Art Paper (mat lamination)
4. Paper Quality – Cover – Hard Cover wrapped up with 170 gsm Art Paper (with top-side lamination)
5. Binding – Bookbinding with hardcover and thread stitch.
6. Impression – all through 4 colors
7. Quantity of books – 300* pcs

Output/deliverables of the assignment: The outputs of the assignment will be as follow :

1. A draft book with design (soft copy) after 40 days of contract signing

2. Soft copy of all original photographs
3. PDF version of book, PDF version of each page of the book
4. Printing and submission of 300 books within 15 days of MJF's Approval

Time Period: The consultative services will be provided by 15 April 2020.

Proposal and Budget:

The consulting firm/individual will provide a proposal (outline on methodology, ToC/outline of the book, prior experience of the firm/individual consultant on assignment, CV of photographer who will be responsible for taking photos) and budget. The budget will include consultancy fee, photography cost, transport, accommodation, food, book design and printing cost of consulting firm/consultant any and other cost (if applicable). VAT and tax will be deducted at source as per government rule of Bangladesh.

Mode of Payment: A payment schedule is given below against the deliverables

Sl. No	Deliverable	Payment schedule
1	Submission of final plan for field visit	30% of the total amount
2	Submission of book design (draft)	40% of the total amount
3	Submission of 300 copies of printed book and other deliverables mentioned in the output/deliverable of the assignment section	30% of the total amount

Copyright and Ownership of Assignment:

MJF reserves the copyright of all information, findings and the final documents produced through this process.

General Clause:

All documents prepared during the assignment will be treated as MJF property. Assignment will not be sub-contracted to anyone.

- If any additional time is required to complete the contract, over and above that previously agreed to, without changing deliverable and technical specification, then it has to be agreed by MJF in writing to Md. Ahsanul Wahed, Deputy Program Manager, before 10 days ending of Consultancy period. Request for Extension must be submitted with proper justification.
- If required any change by MJF, it should be rationalized in written with required cost or time, or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.
- The consultant/team will be responsible for all their costs including taxes, subsistence, transport and accommodation.
- Submissions which do not meet all the basic requirements will not be reviewed.

Penalty Clause: If the agreed deadline and / or deliverables are not adhered to by the consultant/team, financial penalties will be imposed upon the consultant/team in terms of payment. This is specified as follows:

- ✓ In case of delayed submission of the deliverables up to one-month delay, 30% of the contract amount will be deducted.
- ✓ Delay of more than one month, will result in auto cancelation of the contract and forfeit of the remaining 50% of the contract value.
- ✓ Confidentiality of all aspects of the assignment is to be assured by the consultant/team at all times.

Disclaimer:

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/application without assigning any reason what so ever.

Discloser of information:

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Manusher Jonno Foundation, any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis.

Safeguarding /Protection Policy:

The individual consultant /team/Firm shall comply with the MJF's Policy on safeguarding and child Protection policy. Any violation /deviation in complying with MJF's Policy on Children Protection and vulnerable adults will not only result-in termination of the agreement but also MJF will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of MJF's safeguarding policy.

Hard copy of technical and financial proposal along with CV/organizational profile, copy of TIN etc. should be submitted to Manusher Jonno Foundation, Plot #3 & 4, Hazi Road, Avenue #3, Rupnagar Housing Estate, Mirpur-2, Dhaka and soft copy by e-mail to: subarna@manusher.org by **18 January, 2021**.