

Manusher Jonno Foundation (MJF)

Term of Reference (TOR) to design and produce documentary Process documentation on factory employee and management of RMG involvement to reduce Sexual Harassment and Gender based violence

Introduction:

Manusher Jonno Foundation (MJF) has been working on promoting human rights and governance since 2002. Through the partnership with CSO's and other stakeholders, MJF assists to ensure entitlements of people by building their capacity to demand basic services and raise voice against rights violation. MJF has been working on Combating Violence against Women and Girls, (CVAWG), Gender-based violence (GBV), work on human rights for the last 16 years.

Gender-based violence is interchangeably used as violence against women as most of the gender-based violence inflicted on women and girls, which is often rooted in attitude and behavior of men and women's subordinate position under the patriarchal social norm. The consequences of Gender-based violence is deep and far-reaching. It does not only undermine the potentials of girls and women, but it also has a grave impact on their health, mobility, education, dignity and personal life as well as sexual and reproductive health. Gender-based violence is a concern across the world and culture and recognized as the sheer human rights violation.

According to MJF baseline survey (2017) report, more than 50% women and girls experience any form of Gender-based violence in their life in the survey area. The dominant form was domestic violence followed by early marriage, controlling behavior, sexual and emotional violence. The major reason behind this violence associated with men's domination over women and culture of impunity along with poverty, lack of education, the influence of religion, flawed law and policy, lack of governance and evolving social media as contributing factors. Cultural factors such as tolerance to VAW, impunity for perpetrators and undervalue women's potential aggravating the situation as a whole. Therefore, growing recognition of gender-based violence and fight against it getting priority at almost all area of concern at the national and global level, not only to address the well-being of women but also to achieve sustainable development.

MJF is implementing a project titled '**Strengthen civil society and public institutions to combat gender based violence and build community resilience to adapt climate change**' supported by Sida.

Major focuses of the project are:

- Reduction in gender based violence in public and private domain;
- Building community resilience to climate change and impact;
- Strengthening of public institutions to ensure responsiveness towards gender concerns including VAWG and climate change adaptation-CCA;
- Knowledge management and capacity development of CBO's, NGO sector and MJF staff.

Under the first focus of this project "**Reduction in gender based violence in public and private domain**" and output 1.4 and 1.5 (Output 1.4: Targeted women workers in RMG are organized to take action against physical and sexual abuse and OUTPUT 1.5: Enhanced capacities of factory management and workers' organizations to prevent and resolve sexual violence disputes).

MJF has already partnership with 02 organizations to deal with reduction in gender based violence in public and private domain of RMG sector in two areas, Dhaka and Chottogram . In this connection, MJF has planned to conduct a process documentation on community, factory labour and management to reduce **Sexual Harassment at workplace and** gender based violence. Hence, MJF wants to hire a firm who will carry out this assignment.

Objective

The overall objective of this work is to produce documentary focusing on reducing **Sexual Harassment at workplace by prepare and implement Sexual Harassment policy and** gender based violence issues in two partner organizations of MJF who is working directly at the field level. This documentary will capture all outputs **under component 01, Reduction in gender based violence in public and private domain**, of the project. This video documentary may also be used in various communications platforms in future.

The main objective of the assignment is, 'Enabling sexual harassment free workplace for the readymade garment workers especially for the female workers'.

Specific objectives:

- Sensitize policy makers and factory managements to take special measures to implementation of guidelines of sexual harassment given by the High Court Division;
- Promoting formation and implementation of anti-sexual harassment committee;
- Creating awareness among the trade union leaders and female workers to raise their voice to stop sexual harassment at workplace;
- Provoke the male co-workers to take proactive action against gender based violence and sexual harassment.

Scope of Work:

The firm will work in close coordination with the project team of Sida. MJF will expect to undertake the following tasks:

- Review project documents, project outputs, previous project materials, two organizations profile with their working areas in this project as well as the result framework of the project;
- Work on reflection of knowledge level and literature review;
- Design outline of whole works and Develop plan of the assignment ;
- Develop script and share with MJF team, incorporate comments and finalize the script based on comments and feedback;
- Video shooting and editing ;
- Full usage rights for music (or music for which copyright has been granted) along with background music;
- Develop and share draft video documentary with the MJF team;
- Prepare final video documentary, with narration, translation and subtitle in English and Bangla (if possible brail for visual impaired);
- The documentary must cover all outputs under component 01 of the project in relation to changing attitude and behavior in terms of inequalities, discrimination, sexual harassment and gender based violence;
- Good and skill voice over person's (female and male) select and before finalise communicate with MJF;

- Location will be in project areas Dhaka and Chottogram (houses/ family/ community of factory labour and / factory management/ associations/Mid-level/ SMT level/ BGMEA/ BKMEA)

Length of Documentary : 10 minutes

Location : Dhaka and Chottogram

Language : The language of documentary will be in standard Bangla

Subtitle of the documentary : the subtitle will be in English and Bangla (if possible brail for visual Impaired persons)

Target Audience : The primary target audience are Policy makers, RMG sectors- BGMEA, BKMEA, Factory management, civil society, partners, Trade union, Anti-Sexual Harassment committee members, RMG workers, Networks.

Deliverable Output :

- **Inception report**
- Draft plan of the work;
- Final Script (Bengali);
- Final draft Documentary (three copies);
- Final documentary (In deferent format e.g. competent to be use grassroots, Web and mobile version, etc in CD
- Fully produced documentary in MP4 and 1080p (HD) resolution aimed at sharing in different media
- Submit all raw materials (master copy) collected during the filming for any possible future production initiated by MJF.

Timeline:

Start date : 01 February 2021

End date : 30 March 2021

Remuneration of the assignment /organization/firm

MJF will pay remuneration of external firm subject to timely and satisfactory completion of the contracted work through following instalments. All payments will be made through account payee cheque. VAT and Tax will be deducted from the payment as per government circular.

Sl#	Instalment	Deliverables	Remarks
1	1 st instalment (25%)	Finalize the script and sketches the figures of story of documentary	<i>The first instalment will be provided</i>
2	2 nd instalment (25%)	Submission of final draft documentary	<i>The second instalment will be provided</i>
3	Final instalment (50%)	Submission of final copy with voice over and sub-title	<i>The final instalment will be provided</i>

Budget (Financial part of the proposal)

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

General Terms and Conditions:

- Either party can terminate this agreement with 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 cannot fulfill any clause of Terms of Reference.
- The External firm 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.

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 **Waisur Rahman Tonmoy, Coordinator, Capacity Development, MJF** 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.

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) before **18 January, 2019** to 'Manusher Jonno Foundation' Plot: 3 & 4, Hazi Road, Avenue 3 , Rupnagar Housing State, Mirpur-2, Dhaka, Bangladesh and e-mail to subarna@manusher.org