



Terms of Reference (TOR)
Video Documentary on Project Impact
Project: Community-based Resilience, Women’s Empowerment & Action
Manusher Jonno Foundation¹

Assignment Summary

Item	Details
Assignment Title	Production of a Video Documentary on Project Impact – CREA Project
Client	Manusher Jonno Foundation (MJF)
Project Name	Community-based Resilience, Women’s Empowerment and Action (CREA)
Funding Partner	The Embassy of Sweden
Objective	To produce a high-quality documentary that highlights the transformative impacts of the CREA project, which can function as an advocacy and communication resource for policymakers, donors, and the community.
Key Deliverables	<ul style="list-style-type: none">• 10-minute documentary in Bangla with English subtitles (including 5-minute and 3-minute versions)• 20 social media reels (30–60 seconds each) for Facebook, Instagram, TikTok, and YouTube Shorts• Inception report, script, raw footage, photographs, and all project files
Scope of Work	Inception and planning; script development and approval; field shooting across 13 districts; post-production (editing, voiceover, subtitles, graphics); review and final delivery
Duration	40 days from contract signing and script approval
Budget Ceiling	Maximum BDT 14,00,000 (inclusive of VAT and TAX)
Proposal Submission Deadline	15 March 2026
Contact Person	Lalmohan Acharjee , Procurement & Administration Officer, Manusher Jonno Foundation
Contact Email	To: lalmohan@manusher.org ; CC: asad@manusher.org ;

*****Project Summary has been given in the Annexure Section.**

¹ www.manusherjonno.org



Introduction:

The Manusher Jonno Foundation (MJF)² is a non-governmental and non-profit organization committed to collaborating with local entities to enhance the well-being of impoverished and marginalized communities. MJF has been working to empower marginalized individuals in Bangladesh, enabling them to advocate for essential services and to voice their concerns regarding rights infringements. Additionally, MJF collaborates with public institutions to enhance their responsiveness to the needs of marginalized communities. Another significant aspect of MJF's efforts is policy advocacy, through which it has played a direct role in the formulation of some of the most progressive and pro-poor legislation and policies established in Bangladesh over the past 23 years.

MJF is implementing a four years project titled “Community based Resilience, Women’s Empowerment & Action (CREA)³” funded by the Embassy of Sweden with the goal to build women’s leadership capacity and increased resilience of the most vulnerable communities to address climate change impacts. Under the CREA project, MJF has partnered with 13 organizations across 13 Upazilas of 28 unions under 13 districts to address climate change, gender-based violence (GBV), and child marriage. The project engages 22,680 households from climate-vulnerable coastal, floodplain, haor, and hill areas. It focuses on five key outcomes: a) Service providers both public and local government institutions are responsive, and increased access to the quality services of community specially women and girls b) Improved resilience of most vulnerable coastal, char, hill and haor communities to climate change impacts c) Empowered women and girls are dealing with inequality, social injustice, violence incidences and participated in voice raising and protests d) Strong voices and decisions are in place against DVAW and child marriage and reduced the rate of child marriage, SRHR and DVAW in the selected climate vulnerable areas e) Risks related to poverty will be decreased with increased family income and alternative livelihoods options. The objective of the assignment is To produce a high-quality documentary that highlights the transformative impacts of the CREA project, which can function as an advocacy and communication resource for policymakers, donors, and the community.

² www.manusherjonno.org

³ https://www.manusherjonno.org/ongoing_project/crea/



Specific Objectives of Video Documentary:

- Demonstrate the transformative impact of the CREA project in advancing climate resilience, gender equality, and human rights across 13 climate-vulnerable districts of Bangladesh, with a focus on women and girls from marginalized communities.
- Amplify the voices and lived experiences of women and girls whose leadership, agency, and socio-economic resilience have been strengthened through CREA's rights-based and interventions towards equality.
- Showcase women-led and community-driven climate adaptation practices, highlighting how local knowledge and collective action reduce climate vulnerability and strengthen household and community resilience.
- Illustrate tangible improvements in access to essential services, including safe water, sanitation, reproductive health, climate-resilient livelihoods, and sustainable agricultural production, particularly for the most excluded women.
- Highlight CREA's contribution to reducing harmful social practices, including child marriage and domestic and gender-based violence, through awareness-raising, collective action, and women's empowerment.
- Document the role of women-led financial mechanisms, such as revolving IGA fund and income-generating initiatives, in strengthening economic security and adaptive capacity at household and community levels.
- Capture the engagement of local government institutions, service providers, and community groups, demonstrating how accountability, collaboration, and local ownership support sustainability and systems change.
- Position climate change as a human rights and governance issue, increasing public and policy-level understanding of the disproportionate impacts on women and the necessity of women-led resilience-building.
- Generate evidence, lessons learned, and good practices to inform policy advocacy, programme learning, and the replication and scaling of gender-responsive climate resilience models.
- Create a powerful visual record of CREA's journey that serves as an advocacy, learning, and communication tool for communities, policymakers, donors, civil society actors, and the wider public.

Scope of Work

The consultant/organization will be responsible for producing a **high-quality, ethically grounded, and impact-focused video documentary** that captures the achievements, lessons, and transformative outcomes of the CREA project. The documentary will amplify women's leadership, community resilience, and governance outcomes, while aligning with MJF's communication standards and values of equality:

1. Inception Phase: Work Plan Development & Desk Review

- A. Develop a detailed inception report and work plan outlining timelines, field visit schedules, production milestones, risk mitigation strategies and deliverables.



- B. Review all relevant CREA project documents, including proposals, progress reports, monitoring data, case stories, and communication materials, to understand the project's achievements and context.
- C. Hold consultation meetings with MJF project team and partner NGOs to:
 - Identify strong, diverse, and representative case stories
 - Agree on key impact themes (gender equality, climate resilience, governance, leadership, rights)
 - Ensure alignment with CREA's Theory of Change and intended audiences

2. **Documentary Conceptualization and Script Development:**

Prepare a clear documentary concept, narrative arc, storyline, and suitable working title that reflect project objectives, lived experiences and systemic changes.

- A. Prepare a detailed script and highlighting:
 - Women's voices and leadership journeys
 - Community-led climate adaptation and governance outcomes
 - Measurable change and qualitative impact
- B. Share draft scripts with MJF, incorporate feedback, and finalize upon written approval.

3. **Shooting Plan & Ethical Field Coordination**

- A. Develop a comprehensive shooting plan covering all 13 CREA project districts, including: key participants, Institutions, field locations, and visual story sequences linked to key messages.
- B. Coordinate closely with MJF and partner NGOs to schedule field visits and ensure access to communities, beneficiaries, and institutions featured in the documentary
- C. Ensure **ethical filming practices**, including informed consent, dignity, safety, and cultural sensitivity, particularly for women, girls, and marginalized groups

4. **Field-Based Videography and Photography**

- A. Conduct field-based shooting work in the 13 project districts to capture:
 - B. High-quality interviews and human-interest stories
 - C. Community actions, climate adaptation initiatives, and governance processes
5. Produce high-resolution photographs to complement the documentary and support broader communication needs.
 - A. Use professional- grade equipment including film cameras, drones, audio recorders, lighting, and stabilizing gear to ensure broadcast-quality visuals and sounds.

6. **Editing, Voiceovers, and Post-Production**

- A. Edit raw footage into a coherent, compelling documentary narrative using professional editing tools and techniques.
- B. Incorporate narration in Bangla, translations, graphics, on-screen text, maps, and data visualizations where necessary.



- C. Prepare English subtitles for the full documentary and share with MJF for approval before final integration.
- 7. Review Process & Revisions**
 - A. Share draft edited versions of the documentary with MJF for comments and feedback.
 - B. Conduct at least two review rounds:
 - Draft version without subtitles
 - Draft version with subtitles
 - C. Revise the documentary based on MJF's feedback until final approval is received.
- 8. Final Outputs & Submission**
 - A. Produce and deliver the final, high-resolution version of the documentary in Bangla with English subtitles.
 - B. Provide all raw footage, photographs, audio files, drone shots, and project files to MJF for archival purposes.
 - C. Submit all final deliverables, presentations, and media assets within the agreed timeline.
 - D. Submit the final invoice upon completion of all tasks and receive formal acceptance from MJF.
- 9. Approval and Quality Assurance:**
 - A. Obtain prior approval from MJF at all key stages—including:
 - Inception report and work plan
 - Script and documentary concept
 - Draft versions and subtitles
 - Final edited documentary

Ensure all outputs align with MJF's communication guidelines, gender equakity principles and donor compliance requirements.

Deliverables

The consultant/organization will provide the following deliverables:

1. Inception Report

- a) Detailed work plan, methodology, and production timeline
- b) Preliminary list of potential stories and field plans

2. Documentary Script & Title

- a) Draft script, storyline, narration plan, and proposed documentary title
- b) Final script incorporating MJF's comments and approval

3. Fieldwork Outputs

- a) High-quality video footage from 13 project districts
- b) A complete set of still photographs with captions



4. Draft Documentary Versions

- a) **Version 1:** Draft without subtitles
- b) **Version 2:** Draft with English subtitles

5. Final Documentary Film

- a) Final documentary in Bangla with narration
- b) Final version with English subtitles

6. Social Media Reels

- a) **20 short video reels (30–60 seconds each)** produced using the same field footage
- b) Reels will capture key themes such as women’s leadership, climate resilience, livelihood improvements, climate-smart agriculture, prevention of child marriage, domestic violence awareness, and community empowerment
- c) Reels will be produced in social media-friendly formats (9:16 vertical) suitable for Facebook, Instagram, TikTok, and YouTube Shorts

7. Raw Data and Media Files

- a) All raw video footage, including drone shots
- b) All photographs captured in the field
- c) All audio/narration files and project/source files

8. Final Submission Package

- a) Final versions of the documentary in HD/4K formats
- b) Master folder containing the 20 reels ready for publishing
- c) Presentation slides summarizing documentary highlights
- d) Final narrative report describing the process, lessons, and recommendations

Location:

Location	District	Upzilla	Unions
<i>Coastal area</i>	Shatkhira	Shymnagar	Burigoalini & Gabura
	Bagerhat	Mongla	Mithakali & Sundarban
	Potuakhali	Rangabali	Choto Baisdia & Rangabali Sadar
	Barguna	Pathorghata	Charduani & Kanthaltali
	Bhola	Borhanuddin	Sachra and Gangapur



Flood plain	Gaibandha	Phulchari	Phulchari & Fazlupur
	Kurigram	Kurigram Sadar	Panchgachi & Jatrapur
	Shirajgang	Belkuchi	Rajapur & Baradhul
	Jamalpur	Dewanganj	Chikajani & Chukaibari
Haor	Kishoreganj	Nikli	Dampara, Shingpur & Jaraitola
	Sunamganj	Biswambarpur	Fatepur, Badaghat (Dakshin) & Palash
Chittagong Hill Tracts	Bandarban	Rowangchori	Alekhyong & Nowapathong
	Rangamati	Naniarchar	Burighat & Shabekhyong

Language:

The documentary (clean video) will be a standard Bangla voiceover with an English subtitle.

Timeline:

The consultant/firm is required to deliver the final production within 40 Weekdays (without Friday and Saturday) from the date of contract signing and script approval.

The timeline for major activities is as follows:

Activity	Description	Timeline
1. Inception Report	Submission of inception report, including work plan, methodology, and initial concept note	3 Days
2. Scripting & Shooting Plan	Development of the documentary script, storyline, shooting plan, and schedule; coordination with MJF and partner CSOs; final approval of script	7 Days
3. Field Shooting	Filming in 13 project districts, capturing interviews, case stories, drone shots, and photographs	15 Days
4. Draft Video Production & Feedback Process	Editing, voiceover recording, translation, preparation of subtitles, and submission of the draft documentary for MJF review; multiple feedback rounds as needed	10 Days
5. Final Video Submission	Incorporation of all feedback and submission of the final documentary, 20 reels, raw footage, photographs, and presentation materials	5 Days



Timeline Overview (Day-by-Day Structure)

- **Day 1–3:** Inception report and initial planning
- **Day 4–10:** Script development, shooting plan, and approval by MJF
- **Day 11–25:** Field shooting across 13 districts
- **Day 26–35:** Editing and draft documentary submission; feedback sessions with MJF
- **Day 36–40:** Final corrections, reel production, packaging of all deliverables, and submission to MJF

Notes

- The consultant will share draft edits and rough cuts with MJF during the production phase.
- Follow-up meetings will be held as required to ensure alignment with expectations.
- All activities will be completed within the assigned **40-days period**.
- If additional time is required to complete the contract, beyond that previously agreed and without any change to the scope of work, such extension must be approved by MJF in writing at least 10 days prior to the completion of the assignment.

Technical Specifications:

1. Documentary Film Specifications

1.1 Duration

- **10** (± 2 minutes) (Semi Longer Version)
- **5** (± 2 minutes) (Shorter Version)
- **3** (Small version for Social Media)

1.2 Format

- **4K Ultra HD (3840×2160)** master file
- **Full HD (1920×1080)** delivery versions
- High-quality format suitable for projection, broadcast, and social media distribution

1.3 Frame Rate

- **25 fps** (standard for Bangladesh broadcast)
- Cinematic footage may be captured at **50–60 fps** for slow-motion sequences

1.4 Video Codec

- **Apple ProRes 422 / 422 HQ** (Master File)
- **H.264 / MP4** (Delivery formats)



1.5 Audio

- Recorded using external professional microphones (Lavalier + Shotgun)
- Dual-channel system ensuring clear voice capture
- Final mix delivered in:
 - a) **Stereo 48 kHz, 24-bit WAV** (Master)
 - b) **AAC 320 kbps** (Delivery)

1.6 Narration & Subtitles

- **Bangla narration**
- **English subtitles**
- Subtitles must follow standard readability rules:
 - a) Max 2 lines
 - b) Max 60 characters per line
 - c) High-contrast font, sans-serif

1.7 Drone Footage

- Aerial footage taken with **4K drone camera**
- Smooth stabilized shots capturing landscapes, project areas, environmental challenges, and community activities
- Drone operation must comply with Bangladesh civil aviation regulations

1.8 Graphics & Text

- Motion graphics to illustrate:
 - a) Maps
 - b) Statistics
 - c) Thematic transitions
 - d) Key messages
- Style must align with MJF branding guidelines
- Consistent color palette and typography

1.9 Photography

- High-resolution still photos: **6000×4000 pixels** or higher
- Minimum **300 DPI** for print use
- Delivered in both RAW and JPEG formats

2. Social Media Reels Specifications (20 Reels)



2.1 Quantity

- **20 reels**, each **30–60 seconds** long

2.2 Format

- **9:16 vertical orientation**
- **1080 × 1920 (Full HD Vertical)**
- Optimized for Facebook, Instagram, TikTok, YouTube Shorts

2.3 Content Requirements

- Reels should highlight:
 - a) Women's leadership stories
 - b) Climate resilience initiatives
 - c) Child marriage protection
 - d) GBV protection
 - e) Climate smart livelihoods
 - f) Project achievements and key messages
- Footage must be taken from the same field shoots used for the documentary

2.4 Editing Style

- Fast-paced, engaging visuals suitable for social media
- On-screen text and captions in **Bangla**
- English titles or hashtags (if needed)
- Background music must be copyright-free or licensed

2.5 Subtitle Standards

- Burned-in Bangla or English captions
- Clear, high-contrast text
- No more than 6–8 words per line

3. Production Requirements

3.1 Equipment

- **4K cinema camera** (e.g., Sony FX3, Canon C70, Blackmagic 6K)
- **Drone 4K** (DJI Mavic/Phantom or equivalent)
- **Stabilizers/Gimbal**
- **Professional lighting kit**
- **High-quality microphones** (Wireless lavalier + Shotgun)



3.2 Crew Composition

Minimum professional team:

- Director / Documentary Specialist/Drone Operator
- Sound Recordist
- Scriptwriter
- Editor / Colorist
- Subtitle & Graphics Specialist

4. Deliverables Format

Documentary:

- **Master File (ProRes 422 HQ, 4K)**
- **HD broadcast version (H.264)**
- **With and without subtitles**
- **Separate narration audio track (WAV)**
- **SRT subtitle file (English)**

Reels:

- **20 reels in MP4, 1080×1920**
- Separate folder for **captioned** and **non-captioned** versions

Additional Deliverables:

- Raw footage (video + drone)
- Photo bank (RAW + JPEG)
- Project files (Premiere Pro / Final Cut / DaVinci)
- Final presentation slides

Financial Offer to cover:

For Documentary + 20 Social Media Reels

Submitted to: Manusher Jonno Foundation (MJF)

Submitted by: [Consultant/Firm Name]

Date: [Insert Date]

1. Professional Fees

S/N	Activity / Description	Unit	Quantity	Rate (BDT)	Subtotal (BDT)
1	Inception Report & Planning	Lump Sum	1	[Rate]	[Subtotal]



S/N	Activity / Description	Unit	Quantity	Rate (BDT)	Subtotal (BDT)
2	Scriptwriting & Shooting Plan	Lump Sum	1	[Rate]	[Subtotal]
3	Field Shooting (13 districts)	Lump Sum / Per Day	15 Days	[Rate]	[Subtotal]
4	Videography & Drone Shooting	Lump Sum	Included in field shooting	[Rate]	[Subtotal]
5	Editing & Post-Production (Documentary + Reels)	Lump Sum	1	[Rate]	[Subtotal]
6	Graphics, Animation & Motion Design	Lump Sum	1	[Rate]	[Subtotal]
7	Narration & Voiceover Recording	Lump Sum	1	[Rate]	[Subtotal]
8	Subtitles Preparation (English)	Lump Sum	1	[Rate]	[Subtotal]
9	Production of 20 Reels from Documentary Footage	Lump Sum	20 Reels	[Rate per Reel]	[Subtotal]

Professional Fees Subtotal: [Total BDT]

2. Logistics & Field Expenses

S/N	Item	Description	Unit	Quantity	Unit Cost (BDT)	Subtotal (BDT)
1	Travel & Transport	For 13 districts	Trip	1	[Rate]	[Subtotal]
2	Accommodation & Meals	Field crew	Day	15	[Rate]	[Subtotal]
3	Local Transport / Vehicle Rental	Field use	Day	15	[Rate]	[Subtotal]
4	Drone Operation Permit / Fees	If applicable	Lump Sum	1	[Rate]	[Subtotal]



S/N	Item	Description	Unit	Quantity	Unit Cost (BDT)	Subtotal (BDT)
5	Miscellaneous Field Expenses	Contingency	Lump Sum	1	[Rate]	[Subtotal]

Logistics & Field Expenses Subtotal: [Total BDT]

3. Equipment Rental / Production Costs

S/N	Equipment	Description	Unit	Quantity	Rate (BDT)	Subtotal (BDT)
1	4K Cinema Camera	Camera rental	Day	15	[Rate]	[Subtotal]
2	Drone 4K	Drone rental + operator	Day	15	[Rate]	[Subtotal]
3	Lighting Kit	For field shoots	Day	15	[Rate]	[Subtotal]
4	Stabilizers / Gimbal	For smooth filming	Day	15	[Rate]	[Subtotal]
5	Audio Equipment	Lavalier + Shotgun mics	Day	15	[Rate]	[Subtotal]

Equipment Rental / Production Costs Subtotal: [Total BDT]

4. Post-Production Costs

S/N	Item	Description	Unit	Quantity	Rate (BDT)	Subtotal (BDT)
1	Editing Software & Licenses	Premiere Pro / Final Cut / DaVinci	Lump Sum	1	[Rate]	[Subtotal]
2	Color Grading	Professional color correction	Lump Sum	1	[Rate]	[Subtotal]
3	Motion Graphics & Animation	Maps, charts, key messages	Lump Sum	1	[Rate]	[Subtotal]



S/N	Item	Description	Unit	Quantity	Rate (BDT)	Subtotal (BDT)
4	Final Mastering & Export	Documentary + Reels	Lump Sum	1	[Rate]	[Subtotal]

Post-Production Subtotal: **[Total BDT]**

5. Total Financial Offer

Description	Amount (BDT)
Professional Fees	[Total]
Logistics & Field Expenses	[Total]
Equipment / Production Costs	[Total]
Post-Production Costs	[Total]
Grand Total	[Grand Total BDT]

Notes

1. All rates are inclusive of applicable taxes.
2. Any additional work outside the scope will require prior approval from MJF and will be billed separately.
3. The offer includes production of 20 reels from the same footage as the documentary.

Qualifications of the Consultant/Organization

- Proven experience in Documentary Film Making or similar content.
- Expertise in storytelling, interviewing, and narrative development.
- Strong skills in Videography, Video Editing.
- Familiarity with gender-based violence and women's empowerment projects.
- Ability to deliver high-quality bilingual content in Bangla and English.

Budget

The consultant/organization is required to submit a detailed financial proposal, including costs for content development, design, translation, and printing.

NOTE: The full budget of the assignment has to be done within 14,00,000/- BDT.



Application Process

Interested consultants/organizations are requested to submit:

1. Technical Proposal:

- Understanding of the assignment.
- Methodology and approach.
- Work plan and timeline.
- All the legal documents (NID, Trade License, TIN, BIN, Updated Tax Certificate)

2. Financial Proposal:

- Detailed budget breakdown.

3. Portfolio: Samples of similar work completed in the past. Proven experience in similar works. Strong portfolio demonstrating relevant work. Understanding of gender, social justice, and climate resilience issues. Ability to deliver high-quality materials within the specified timeframe.

Submission Details

Proposals must be submitted by **15 March 2026** to lalmohan@manusher.org; CC: asad@manusher.org;

Evaluation Criteria: Firm's responses/proposals will be evaluated against the criteria's of:

A) Technical Evaluation Criteria (60%):

- Understanding of the Assignment & Conceptual Clarity
- Methodology & Creative Approach
- Work Plan & Timeline Feasibility
- Relevant Experience & Portfolio Quality
- Technical Capacity & Team Composition
- Financial Proposal & Cost Effectiveness
- Proposals will be evaluated based on:

B) Oral Presentation Evaluation Criteria (40%):

- Presentation of Documentary Vision & Storyline
- Demonstration of Technical & Production Strategy
- Team Competence & Role Clarity
- Response to Panel Questions & Practical Problem-Solving

Manusher Jonno Foundation reserves the right to accept or reject any proposal without assigning any reason. Please submit your proposal and required documents to **Lalmohan Acharjee**, Procurement & Administration Officer, at lalmohan@manusher.org (soft copy only) to: lalmohan@manusher.org; CC: asad@manusher.org; by **15 March 2026**

Contact Information

For any queries regarding this TOR, please contact:



Lalmohan Acharjee

Procurement & Administration Officer

[Manusher Jonno Foundation](#)

Plot-3&4, Avenue-3, Rupnagar,

Haji Road (Shialbari), Mirpur-2, Dhaka 1216, Bangladesh

Cell: +88 01726184858

Email: lalmohan@manusher.org

Application Procedure:

Interested candidates are invited to submit their Expression of interest (EOI) along with a cover letter to include a brief overview of which of your previous experiences makes you the most suitable candidate for the advertised assignment, technical and financial proposal⁴ soft copy in PDF format to email: lalmohan@manusher.org and hard copy to Manusher Jonno Foundation, Plot # 3&4, Avenue # 3, Haji Road, Rupnagar, Mirpur-2, Dhaka-1216 mentioning the subject as 'EOI for Success Story Publication'.

Payment and Financial Modality:

The payment for the evaluation will be made through a check. The payment will be done including TAX and VAT deduction and through an account payee cheque according to the following time frame/arrangement:

The payment for the Video Documentary will be made in instalments based on the completion of specific milestones. The payment schedule is as follows:

40% Upon Contract Signing: An initial payment of 40% of the total contract value will be made upon signing the contract to cover initial design and production costs.

30% Upon Completion of all field visit and shooting: A subsequent payment of 30% will be made upon the successful shooting work completion.

30% Upon Final Delivery: A subsequent payment of 30% will be made upon the successful delivery and approval of the final film and other deliverables.

Payment Terms

All payments will be made within 15 business days upon receipt and approval of the corresponding invoice and deliverables by the project team. Payments will be made via bank transfer to the vendor's designated account through an account pay check.

⁴ Technical and financial proposal will includes only the cost in associated with resource persons support and materials development. MJF will responsible to arrangement and logistical support.



Disclaimer:

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/applications without assigning any reason whatsoever.

Intellectual Property Rights:

All rights, title, and interest in and to any and all materials created under this Terms of Reference, including but not limited to all photographs, images, digital files, written narratives, stories, and deliverables (collectively, the "Work"), shall be the sole and exclusive property of **Manusher Jonno Foundation**. The Work shall be considered "work made for hire," and to the extent it does not so qualify, the Consultant hereby irrevocably assigns all worldwide rights to the Foundation. The Consultant retains no ownership, license, or right to use, copy, display, or publish the Work for any purpose, including portfolio use, and agrees to delete all copies from personal devices upon final delivery. The Consultant further warrants that all Work is original and that valid model releases have been obtained from all identifiable individuals, sufficient to permit the Foundation's unrestricted use, publication, and adaptation of the Work worldwide without any additional payments to third parties.

Penalty Clause: If the agreed deadline and/or deliverables are not adhered to by the consultant, financial penalties will be imposed upon the consultant 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 two months, 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 at all times.

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 to make good the damages/losses caused due to non-compliance with MJF's safeguarding policy.



Annexure

Project Summary: CREA Project

Attribute	Details
Project Title	Community-based Resilience, Women's Empowerment and Action (CREA)
Implementing Organization	Manusher Jonno Foundation (MJF)
Funding Partner	The Embassy of Sweden
Project Duration	September 2022 – August 2026 (4 years)
Overall Goal	To build women's leadership capacity and increase the resilience of the most vulnerable communities to address the impacts of climate change.
Key Objectives	<ul style="list-style-type: none"> • Strengthen women's leadership and collective action in climate adaptation • Promote gender-responsive, locally led adaptation strategies • Improve access to essential services (water, sanitation, health, and livelihoods) • Reduce child marriage and gender-based violence • Enhance collaboration between communities and local institutions
Geographic Coverage	13 districts across four ecological zones: Coastal: Satkhira, Bagerhat, Barguna, Bhola, Patuakhali Floodplain/Char: Gaibandha, Kurigram, Sirajganj, Jamalpur Haor: Kishoreganj, Sunamganj Hill Tracts: Rangamati, Bandarban
Target Beneficiaries	Approximately 22,680 households, with a primary focus on women and girls from marginalized and climate-vulnerable communities.
Main Interventions	<ul style="list-style-type: none"> • Community mobilization and women-led adaptation planning • Climate-resilient livelihoods and agricultural support • Women-led loan funds and income-generating activities • Capacity building on human rights, social accountability, GBV prevention, and child marriage prevention • Strengthening linkages between communities and local institutions
Core Approach	Rights-based, gender-transformative, and community-centered approach ensuring local ownership, accountability, and sustainability.
SDG Alignment	SDG 5 – Gender Equality SDG 13 – Climate Action SDG 10 – Reduced Inequalities