

Manusher Jonno Foundation (MJF)

Term of Reference (TOR) to design and produce documentary Process documentation on climate change adaptation process

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 is a national grant making organization with the mandate of supporting civil society organizations for promoting human rights and good governance in Bangladesh. MJF started its journey in 2002 and has been implementing projects to mobilizing people for raising voice and claim basic services, better governance and fulfillment of fundamental rights. MJF also works on the supply side with the duty bearers to ensure their responsiveness towards the demands of people specially the poor and marginalized. Over the last 16 years, MJF facilitated enactment of some of the most progressive and pro poor laws and policies.

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 second focus of this project titled "Building community resilience to climate change and impact" MJF has already partnership with 9 organizations to deal with building community resilience to climate change and impact as well as strengthen of public institutions to ensure responsiveness towards climate change adaptation, this first focus has specific six outputs under two board objectives and two strong expected result to achieve. In this connection, MJF has planned to conduct a process documentation on climate change adaptation process. 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 climate change adaptation issues in nine partner organizations of MJF who has been working directly at the field level. This documentary will capture all outputs under component 2 of the project. This video documentary may also be used in various communications platforms in future.

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, nine organization's profile with their working areas in this project as well as the result framework of the project
- 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)
- Develop and share draft video documentary with the 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 2 of the project in relation to changing attitude and behavior in terms of inequalities and discrimination. The documentary will cover process and its impact. Especially focus on enhanced capacity of community and public institutions in relation to climate change and disaster preparedness and response of public institutions towards peoples need, adaptation technologies adopted and its impact, impact of using SAT tools etc.

Length of Documentary: 15 minutes

Location: Patuakhali, Rangamati and Gaibandha

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)

Deliverable Output

- Draft plan of the work
- Final Script
- Final draft Documentary (three copies)
- Final documentary

Timeline

- Start date: 01 September 2019
- End date: 15 November 2019

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:

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.

Qualifications and competencies required

- The firm should have extensive experience in producing documentary/video films relating to the women rights, gender based violence
- 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
- Excellent planning and organizational skills
- Excellent ability to meet deadlines
- Script writing experience on climate change issues

How to apply

Interested consultant/team/firm are requested to submit printed copy of proposals (including methodology, activity plan, proposed **script**, budget, professional CV, copy of TIN and evidence of working experiences) before 31st **July, 2019** to 'Manusher Jonno Foundation' House # 22, Road # 4, Banani, Dhaka – 1212 and e-mail to ramesh@manusher.org

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.