**Shishuder Jonno-Integrated Child Development Program (SJ-ICDP)**

**Implemented by Manabik Shahajya Sangstha (MSS)**

**Supported by Save the Children**

**07 August 2022**

**Call for Proposal for developing video documentary**

Sealed proposals are hereby invited by Manabik Shahajya Sangstha (MSS) from eligible firms/individuals for developing videos on the overall Community Mobilization Process Sj-ICDP, urban and success stories of youth & adult volunteer’s engagements of Save the Children supported Shishuder Jonno–Integrated Child Development Program (SJ-ICDP) being implemented in urban area of Dhaka.

**Project / Program**: Shishuder Jonno–Integrated Child Development Program (SJ-ICDP)

**Location:** Rayerbazar, Chand Udyan, Sunibir housing, Baroikhali (Ward No. 34, 33, 31 of Dhaka North City Corporation)

**Duration** : From August 2022-October 2022

**Reporting To** : Program Manager-Shishuder Jonno-ICDP, Manabik Shahajya Sangstha (MSS)

**Background Information:**

Implemented by Manabik Shahajya Sangstha (MSS) ‘Shishuder Jonno’ (For the children) Program is a sponsorship funded initiative of Save the Children in Bangladesh to support development of children particularly who are deprived of basic needs and services like health, education and living opportunities. Under this program, comprehensive activities as appropriate to children below 19 years are in implementation following life cycle approach. MSS has been implementing diversified program/core components, such as Maternal, Newborn, Child Health & Nutrition (MNCHN), Early Childhood Care & Development (ECCD) including Early Childhood Care and Stimulation Program (ECCSP), Basic Education (BE), School Health & Nutrition (SHN) and Adolescent Development (AD). The non-core components are – Child Protection (CP) and Child Rights & Governance (CRG). The cross-cutting components are Community Mobilization (CM) and Gender.

**Description of the assignment:**

 MSS is successfully implementing various interventions under Shishuder Jonno Program such as MNCHN, ECCD, BE, SHN and AD. Meanwhile program has gathered experiences and learnings, created evidences which need to document properly through human stories video. This time Shishuder Jonno-ICDP program desires to document number of the overall Community Mobilization Process SJ-ICDP, urban and success stories of youth & adult volunteer’s engagements through storytelling and description of the program. To fulfill the requirements, SJ Program is going to hire a renowned advertising/documentary making firm/individual to capture stories and program description.

**Objective of the assignment:**

* Illustrate eight (08) short videos/documentaries one (01) video will be covered the overall Community Mobilization Process in SJ-ICDP, Urban (3 to 4 minutes’ length) and another seven (07) success stories of youth volunteer engagements (1.5 to 2.0 minutes’ length) using story telling method.

**Process of video documentary:**

* Shishuder Jonno Program is implementing MNCHN, ECCD, Basic Education, School Health and Nutrition, Adolescent Development, Child Protection, Child Rights and Governance and Community Mobilization related interventions in Rayerbazar and Chand Udyan to reach the goal. Lots of interventions are going on to reach the objectives of the program. The production house/individual will capture the program, where all activities description of community engagement will be illustrated through videography with the support of the selected community volunteers to prepare short program description video.
* The selected firm will develop 8 success stories of the children (girls and boys)/male/female from community who are the beneficiaries of the program, they will tell their stories how they are being benefitted through the different interventions of the program in Rayerbazar and Chand Udyan.

For this purpose, documentary team can discuss with children and their parents, interview the community leaders as well as volunteers, discuss with IGA training providers (vocational training centers), schools’ teachers and program staff for better understanding of children’s life. Script must be submitted to the respective person of the Shishuder Jonno Program before filming.

**Methodology:**

The selected firm will work in Dhaka program areas mentioned above to shot the documentaries. The firm/individual consultant will discuss with children, adolescents, staff, educators/workers, government schools’ teachers, government officials, community people and other stakeholders in this regard. Save the Children and MSS will support for necessary information and communication with relevant stakeholders. Engagement and Empowerment of the community, work with mainstream services like government and local government and other relevant stakeholders etc. must be captured in the video to showcase the evidences/achievements/experiences of the program to the greater audience.

**Expected Result:**

The video will be disseminated to social media pages, like-minded organizations, other development organizations, donors and government officials to showcasing the impact of the program. The people will know, how a program supports children for their wellbeing in challenging situation of urban in Dhaka city.

**The deliverables:**

* 7 (Seven) short videos (1.5 to 2.0 minutes) on success stories and 01(one) documentary (3 to 4 minutes) on overall Community Mobilization Process of Urban, SJ ICDP mentioned above
* Ensure branding of MSS and Save the Children
* Ensure high quality product
* Provide 8 videos in high quality disc.

**Time Frame:**

45 working days will be provided to complete the video documentaries from the date of getting approval from SCiBD/MSS. Week one is for finalization of the script, 2 weeks for field work and 3 weeks to finalize the full documentary.

**Language of documentary:**

**Bengali (with English sub-title).** Voiceover must be done by professional renowned person.

**Contact person and reporting:**

The selected firm will report and submit 8 videos to the Program Manager, Shishuder Jonno- ICDP of MSS and representatives from Save the Children (i.e keep updated/ in loop of both organization’s representative) will provide feedback to ensure quality of video. After approval of both (SCI & MSS) organizations, the video documentary will be finalized.

**Eligibility for the Proposal:**

1. Completeness of the Proposal
2. Submission within the timeline

**Evaluation Criteria of Proposal:**

|  |  |
| --- | --- |
| Proposal evaluation (technical and financial) | 1. Proposal Evaluation Committee (PEC) will review the technical as well as financial proposals as per eligibility/qualification and technical criteria set in ToR
2. Technical proposal will carry 70% weight and financial proposal will carry 30% weight.
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|  |  |
| --- | --- |
| **Point Criteria** | **Distribution of Marks** |
| **Technical Proposal**  |  |
| Previous Experience on NGO Oriented Video for INGOs/UN/GOB(Extensive background in producing high quality video/film in Bangladesh) | 10% |
| Previous Experience on similar video making with SJ-ICDP as an advanced  | 10% |
| Own production facilities, Directors and Writers Pool and technical resource pool etc. | 10% |
| Experience in producing video on health, education and protection interventions implemented by engaging of the volunteers | 10% |
| Generate Ideas, experience in developing concept, Script etc. | 30% |
| **Pass mark for technical proposal 65% of 70%** |
| **Financial Proposal**  |  |
| Price schedule (including vat / tax) | 30% |
| **Total** | **100 %** |

**Mode of Payment:**

The payment will be made in two installments as consultancy fee which will be paid in A/C payee cheque. Tax and VAT will be deducted at source according to the Regulation of the Government of Bangladesh. The payment will be made according to the schedule as below:

* 30% after submission of final script and plan of work with timeline.
* 70% payment will be made after successful completion of assigned task and submission of all deliverables.

**Note**: Travel, accommodation and food expenses has to be borne by the firm/agency.

**Risk and Compliance**:

1. Violation of this ToR, may lead to cancellation, dismissal of work order and or, any other decision made by MSS and/or SCI
2. Selected organization/ agency/ consultant must sign Child Safeguarding and Protection from Sexual Exploitation and Abuse policy of Save the Children
3. Apolitical vibes, gender sensitivity and not committing/ promises to the community to give something in next are strictly maintained

**Copyright & obligation:**

Copyright of the video documentation will be exclusively owned by MSS and Save the Children who can change or make any modification in this video documentations as and when necessary. Selected firm or any other person shall not be allowed to use any item of the video documentation for other organizations. By this contract agreement, the product and documents prepared during the assignment will be treated as MSS’s and Save the Children’s property. The video documentations or any part thereof cannot be used or reproduced in any manner by the selected firm.

**Profile of Video Documentation Firm:**

Renowned and registered advertisement firm or agency who have the similar experience of video documentation making on children and disadvantaged people’s empowerment issue. The Firms/Agency need to be experienced with NGOs and INGOs.

**Plan for video documentary (Gantt Chart):**

| **SL No.** | **Name of activities** | **Responsible or engagement** |  |  |  | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| **Aug** | **Sep** | **Oct** |
| 1 | Advertisement and consultant/vendor selection | Finance & Admin officer, PM of SJ-ICDP and MSS management | **x** |  |  |  |
| 2 | 1st meeting with vendor and case study hand over & field visit | MSS & SJ-SCI management | **x** |  |  |  |
| 3 | Script development by the vendor and submission of script and work plan with timeline from vendor | Selected vendor | **x** |  |  |  |
| 4 | 2nd feedback meeting with vendor on script & work plan | Vendor, MSS & SJ-SCI management |  | **x** |  |  |
| 5 | Shooting in the field | Vendor, PO-CM & component focal |  | **x** |  |  |
| 6 | Draft Products (videos) submission from vendor | Vendor |  | **x** |  |  |
| 7 | 3rd feedback meeting with vendor on videos & subtitle | MSS & SJ-SCI management |  | **x** |  |  |
| 8 | Re-shooting in the field if necessary  | Vendor, PO-CM & component focal |  |  | **x** |  |
| 9 | Draft final products submission (videos) from vendor | Vendor |  |  | **x** |  |
| 10 | 4th feedback meeting with vendor on draft final videos | Vendor, MSS & SJ-SCI management |  |  | **x** |  |
| 11 | 5th feedback incorporate meeting with vendor on videos | Vendor, MSS & SJ-SCI management |  |  | **x** |  |
| 12 | Final products (videos) submission from vendor | Vendor |  |  | **x** |  |
| 13 | Final payment & completion | Finance & Admin team |  |  | **x** |  |

**Submission of Proposal:**

Interested firms/agency/individuals are requested to submit a technical and a financial proposal addressing to **The Executive Director** to the following address:

**Manabik Shahajya Sangstha (MSS), SEL Centre (3rd Floor), 29 West Panthapath, Dhaka 1205. The deadline of proposal submission is 16 August 2022. Please mention “Proposal for video documentary” on the top of the envelope. The authority of MSS reserves the right to accept or reject any or all of the proposals without assigning any reason whatsoever**