



## Terms of Reference (ToR)

### Media Consultant – Documentation of Project Activities

#### Muslim Hands International – Bangladesh

##### 1. Background

Muslim Hands International (MHI) is a UK-based international NGO providing humanitarian and development support in Bangladesh. To enhance visibility, accountability, and advocacy, MHI seeks to engage a professional Media Consultant/Production House to document ongoing interventions in Cox's Bazar through high-quality videos and case stories.

##### 2. Objective of the Assignment

The objective is to produce professional documentation materials that highlight project activities, achievements and impact stories through video production and case stories. These outputs will be used for donor reporting, advocacy, fundraising and public communications.

##### 3. Scope of Work

The consultant will:

- Develop a work plan and production schedule in consultation with MHI staff.
- Produce project-level documentation through filming, drone shooting, photography and editing.
- Ensure ethical standards are strictly maintained.
- Deliver final, branded and subtitled videos with music suitable for external use.

##### 4. Deliverables

The consultant is expected to deliver:

- 2 Project Videos (maximum 5 minutes each, including drone footage).
- 6 Case Story Videos (30 Second –1.5 minutes each).
- Raw Materials – all unedited video footage and photographs.
- Final Edited Versions – high-quality, subtitled videos with music.

##### 5. Duration and Location

Duration: Final submission of produced documents within 28 September 2025.

Location: Nayapara Registered Camp, Camp 8E and Cox's Bazar Sadar.

##### 6. Consultant Qualifications

- Minimum bachelor's degree in Media, Communication, Journalism, or related field.
- At least 3–5 years' professional experience in video production and storytelling.
- Proven experience working with NGOs/UN agencies in humanitarian settings.



- Proficiency in editing software (Adobe Premiere Pro, Final Cut Pro, etc.).
- Strong skills in drone operation, filming, and post-production.
- Excellent storytelling skills in both Bangla and English.
- Portfolio/sample of relevant past works is mandatory.

## 7. Reporting Line

The consultant will report directly to the Programme and Area Coordinator of Muslim Hands International.

## 8. Ethical Considerations

The consultant must:

- Obtain informed consent before recording beneficiaries.
- Respect the dignity, privacy and confidentiality of individuals.
- Follow safeguarding principles and humanitarian communication standards.


## 9. Payment Terms


- Payment will be made upon satisfactory submission and approval of deliverables.


## Application Instructions

Interested consultants/production houses must submit:

1. CV/Company profile – File name: CV\_Candidate name
2. Technical Proposal (work plan & methodology) – File name: Technical\_Proposal\_Candidate name
3. Financial Proposal– File name: Financial\_Proposal\_Candidate name
4. Portfolio/sample works – File name: Portfolio\_Candidate name

 Send applications to: [procurement@bd.mhworlwide.org](mailto:procurement@bd.mhworlwide.org)

 Subject Must be: “Media Consultant”

 Deadline: 13 September 2025