

## Terms of Reference

Ref: NU/7472(2)/22

June 22, 2022

### Overview:

<b>Project Name</b>	: Promoting the Rights of Dalit Women and Girls through Awareness and Facilitating the Access to Basic Services
<b>Assignment</b>	: Making a video documentary on the state of Dalit women
<b>Location of the Assignment:</b>	Dhaka and Narayanganj (City Corporation area)
<b>Type of Contract</b>	: Consultancy service
<b>Consultancy Fee</b>	: BDT 400,000 (Including applicable VAT and TAX)
<b>Duration of Assignment:</b>	within 45 days of signing the agreement
<b>Deadline for Submitting Applications:</b>	July 5, 2022

### 1. Background:

In Bangladesh, approximately 6.5 million Dalits have been facing challenges in enjoying basic human rights and accessing basic entitlement provisions i.e. adequate housing, sanitation, health, and education due to the prevalence of social stigma against them. Moreover, due to the prevalence of acute patriarchy, Dalit women have become extremely marginalized socially, economically, and politically among the marginalized groups. They undergo double layers of marginality, first for being Dalits and second for being Dalit women. As a part of its programmatic intervention, Nagorik Uddyog has been implementing a number of activities to empower the Dalit women and girls in different colonies in Dhaka and Narayanganj under the aforementioned project. One of the key activities under the project is making a video documentary to deliver to depict the marginalized state of Dalit women in Bangladesh, specifically, the challenges faced by Dalit women in the urban context, and to sensitize mass people about the vulnerability of Dalit women and girls by engaging external expert(s).

### 2. Objectives:

The objectives of the assignment are to:

- Illustrating the vulnerability of Dalit women and girls within their family, their own community, and in general
- Portraying the challenges faced by Dalit women and girls in day-to-day life
- Highlighting the present interventions of Nagorik Uddyog to improve the life and livelihood of Dalit women
- Capturing the voice of the Dalit women leaders to realize their rights for improving the existing situation

### 3. Scope of the work:

The scope of services in this assignment shall comprise the following:

- Formulating a well-researched framework of the content (for both visuals and audio segments)
- Visit Dalit colonies and interact with the Dalit community members
- Creating a single, visually stylistic, and gritty videography content addressing all the objectives of the assignment
- Adding English subtitles and voice-overs as required
- Creating an informative final content with technically adept post-editing skills (videography and audio segments)
- Sharing draft (primary version) documentary to receive feedback from Nagorik Uddyog if any
- Incorporating Nagorik Uddyog's feedback and finalizing the documentary

#### 4. Key deliverables:

- Submission of an inception report including the work plan and content
- Submission of the draft (primary version) of the documentary
- Submission of the final version of the documentary along with electronic copies of the video in AVI format and raw footage captured

#### 5. Length of the documentary:

The length of the documentary will not exceed 20 minutes.

#### 6. Tasks and timing:

Sl.	Tasks	Timing
1	Submission of an inception report	Within 7 days
2	Shooting and post-production	Within 24 days
3	Submission of the draft (primary version) of the documentary and receiving NU's feedback	Within 7 days
4	Submission of the final version of the documentary addressing NU's feedback along with electronic copies of the video in AVI format and raw footage captured	Within 7 days

#### 7. Deliverables and payment schedule:

Payment will be made in two installments. 40% of the total contract amount will be paid after signing the agreement and the remaining 60% of the total contract amount will be paid after the successful delivery of the final documentary along with related documents.

#### 8. Fee:

The total fee for the assignment is BDT 400,000 (Four lac taka only) including applicable VAT and TAX. Nagorik Uddyog will bear expenses related to fieldwork and provide the necessary support.

#### 9. Required expertise and qualification:

The individual should have academic certification and ample experience in audio-visual content making. A clear understanding of the technical aspects of the video-making process and experience in using different tools in developing appropriate and quality audio-visual products is a must. It is expected that the individual(s) should have an in-depth understanding of women's rights and marginalized communities. The individual(s) should possess excellent proficiency in written and spoken in both Bangla and English.

#### 10. Assessment process of consultant selection:

Qualified individuals/firms are expected to submit a technical proposal. The proposals will be evaluated on the basis of the quality of the concept/idea. A standard cumulative weighted-scoring method will be applied to evaluate the proposal.

#### 11. Copyright & obligation

Copyright of the video documentary will be exclusively owned by Nagorik Uddyog and they will have the right to change or to make any modification as and when necessary. The selected individual/firm shall not be allowed to use any item related to this documentary for other organizations. The product and documents prepared during the assignment will be treated as Nagorik Uddyog's property. The video documentary or any part thereof cannot be used or reproduced in any manner.

#### 12. Submission of proposal:

Interested individuals/firms may submit a technical proposal along with a CV, TIN certificate, or VAT registration copy. We encourage you to submit a copy of any of your previous work with a similar focus. Please send the documents at: [info@nuhr.org](mailto:info@nuhr.org) or in person with a sealed envelope at Nagorik Uddyog, 8/14, Block-B, Lalmatia, Dhaka-1207 latest by July 5, 2022.