**Terms of Reference (ToR) on**

**Conducting Interactive Graffiti Painting on Safe and Informed Migration**

**Background:**

OKUP is a grassroots migrant workers’ organization in Bangladesh. Believing in that the unity of migrant workers enhances their empowerment and contributes to the protection of their rights and dignity, OKUP came up as a platform of returnee migrant workers in 2004. It operates on the principle of human rights first priority, gender justice and non-discrimination. OKUP is registered with NGO Affairs Bureau, under the Primeminister’s office, Peoples Republic of Bangladesh since 2008.

OKUP in partnership with Helvetas Swiss Inter Cooperation Bangladesh has been implenting a project entitled ‘Strengthened and Informative Migration Systems (SIMS)’ in Cumilla and Narsingdi districts since 2021. The project will end in 2023. Under this project OKUP is seeking service from the bonafied firm/team/. individual to conduct interactive grafiti painting in 50 unions under ten upazila of Narsingdi and Cumilla.

Each year thousands of Bangladeshi migrants go abroad for the overseas job. Despite of having safe migration information many of the migrants are being victimized and or cheated in the migration cycle. People are still depended on the sub agent in the migration cycle. Graffiti is one of the strong media to influence people on awareness raising on specific issue. The grafiti as visual mass awareness media is expected to help raising awareness among community people, migrants and their family members in taking decision either migrate or not.

**Objective of the consultancy:**

* To manage and/ or conduct whole range of labor migration focused Graffiti painting function in selected 50 unions under Cumilla and Narsingdi districts.

**Scope of Work:**

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| --- | --- |
| **Deliverables**  | **Description** |
| 1. Conduct interactive graffiti painting at fifty unions under Cumilla and Narsingdi districts.
 | Selected firm/team/individual needs to draw/ paint the graffiti on ***‘Don’t go abroad without knowing proper information’ (bv Rvwbqv we‡`k hvBIbv)*** theme. It is one of the basic steps of safe migration process/ cycle. The team will extract/ draw/ paint the theme through interactive graffiti at Fifty unions of ten Upazila under Narsingdi and Cumilla districts. The same graffiti (theme) will be drawn in fifty unions. Idea/ theme will be finalized at pre-selection stage with the selected firm/team/individual. Union name is attached bellow as annex. |
| 1. Prepare the proper canvass (wall) in the said unions
 | Selected firm/team/individual will suggest OKUP to identify the respective wall in the said union. It may be the wall of school/ college/ Union parishad/ upazila parishad or any visible wall of the union where people gather usually. OKUP will ensure the confirmation of using wall as graffiti canvass from the right authority. Then selected firm/ team/ individual needs to prepare or develop the wall with white color painting.  |
| 1. Final approval of graffiti painting
 | Selected firm/team/individual needs to share their primary planning and sample of work with OKUP. OKUP in consultation with partner will finally approve the proposed graffiti painting. |

**Timeline of Deliverables:**

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| --- | --- | --- |
| **Sl. No.** | **Deliverable** | **Timeline** |
| 1. |  Sharing the ToR (through bdjobs.com) | 04 December |
| 2 | EOI/ Proposal submission | 11 December 2021 |
| 3 | Selection of desired team/ individual/firm | 12 December 2021 |
| 4 | Contract signing and orientation about the assignment to the selected team/ individual/firm | 13 December 2021 |
| 5 | Development process start | 13 December 2021 |
| 6 | Start field implementation | 14 December 2021 |
| 7 | Complete all the graffiti painting  | 30 December 2021 |

**Payment Modality:**

* 40% installment as advance during the contract signing.
* 60% installment after completion of all graffiti in fifty unions.
* Vat and tax will be deducted at source as per GOV. Rules.

**Terms and Condition:**

* The firm/team/ individual has an expertise in Graffiti painting.
* Experience of developing graffiti on different development issue. Having a minimum 5 years' experience in this field.
* Able to handle multiple team members at the same time to meet the deadline.
* Must have to submit (i) Valid Trade License copy, (ii) TlN certificate copy, (iii) BIN certificate copy (iv) Experience document copy (v) CV of team leader/Profile of the firm (vi) sample of previous work
* Technical proposal: covering development process, requirement analysis and roll out plan in details.
* Financial Proposal: express the budget, and timeline. All types of costs including, transportation, materials, food, accommodation, fee and others will be incurred to the graffiti campaign.
* Must have a valid Bank account the name of the firm/ team /individual.

Interested firm/individual are requested to submit a technical and financial proposal with the required documents mentioned in section terms and condition to procurement.okup@gmail.com, or hard copy to OKUP head office ( 466, Sawdagor Garden, Donia, Jatrabari, Dhaka - 1236) **by 11 December, 2021.**

Contact person for technical issues: A A Mamun, Program Coordinator, OKUP

**Role of OKUP:**

Providing document, support for painting, providing draft idea/draft idea labour migration focused graffiti title, content and figure idea, etc.

A**nnex: Working Areas:**

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| --- | --- | --- |
| **District** | **Upazila** | **Unions** |
| Cumilla | 1.Brahmanpara | Sidlai, Chandla, Shashidal, Sadar, Malapara |
| 2.Burichang | North Varella, Mokam, Sadar, Bakshimul, Pirjatrapur, |
| 3.Debidwar | Boroshalghor, Gunaighar, Jaforgonj, Borokamta, Elahabad |
| 4. Meghna  | Manikchar, Chandanpur, Gobindapur, Borokanda, Luterchar |
| Narsingdi | 1.Narsingdi Sadar | Karimpur, Nazorpur, Nuralapur, Paikarchar, Amdia, Kathalia |
| 2.Polash | Gozaria, Charshindur, Dangga, Jinardi |
| 3.Belabo | Belabo, Patuli, Narayanpur, Sollabad, Binnabaid |
| 4.Monohardi | Lebutola, Borochapa, Kachikata, Doulatpur, Charmandalia |
| 5.Raipura | Raipura, Mirzapur, Amirgonj, Sreenogar, Nilokhha |
| 6.Shibpur | Joynagor, Putia, Masimpur, Sadharchar, Joshore |