



**TERMS OF REFERENCE**  
**STORYTELLER/WRITER FOR CREATING SPACES TO TAKE ACTION ON VIOLENCE**  
**AGAINST WOMEN AND GIRLS**

**1. Background:**

**Creating Spaces to Take Action on Violence Against Women and Girls** (henceforth **Creating Spaces**) is a five-year project supported by Global Affairs Canada (GAC) and Oxfam Canada that takes a stand in six Asian countries to reduce violence against women and girls (VAWG), including child, early, and forced marriage (CEFM).

From 2016, Creating Spaces has 5 local partners who have worked with 24 community-based partners approximately have reached thousands lives to deliver our experience in developing networks of change, boosting capacity, and creating spaces for women and girls to feel safe, valued, and included. To achieve our goal in Bangladesh, the initiative is collaborating with five national NGOs as implementing partners.

**2. Objective of the consultancy**

The main objective of the consultancy is to develop appropriate contents of the story through collecting impact stories from Creating Spaces project implementing locations. The consultant will be mainly responsible for collecting contents from the field, copy- editing, design the story. Expected number of impact stories is 10.

**3. Deliverables of consultant**

The consultant will develop impact stories/production (s) on the following themes:

1. Create awareness on gender related issues through story telling skills
2. Write stories based on the contents collected from the ground both in Bangla and English for wider audience
3. Copy edit the impact story book content

**5. The duration of assignment**

The expected period for this project is approximately up 30 November, 2021. This is negotiable based on the exact scope of work agreed upon by Oxfam and the consultant.

**6. Eligibility criteria**

- Strong creative writing skills both at English and Bangla
- Story telling skills
- Copy Editing Skills
- Experience on writing stories/creative write up/blogs on gender issues is an added experience.
- Have valid organizational registration/trade license/ as well as TIN/Vat registration certificates (for institutional applicants)



- Individual consultant may also apply (with E-TIN certificate)

## 7. Mode of payment

- All payment will be made through A/C payee cheque or bank transfer
- Vat & Tax will be deducted at source.
- The payment will be made after each phase based on specified number of delivered contents
- The payment will be made only after formal acceptance of deliverable of Oxfam
- Inability to comply the works as per agreed timeline and quality will cause 2% penalty from the final payment per phase

## 8. Bid requirements

Consultants/Organizations who meet the requirements should submit an expression of interest, which should include the following:

- A technical proposal including a detailed work plan.
- A detailed financial proposal.
- Updated curriculum vitae of consultant that clearly spell out qualifications and experience.
- Samples of previous works (minimum 2)
- 2 organizational references
- VAT/TIN registration/certificate

The EOI must reach Oxfam office by **03/10/2021**.

## Evaluation Criteria

The award of the contract shall be made to the consultant/consulting organization who has received the highest score out of predetermined technical and financial criteria specific to the solicitation.

Area	Weight
Quality of previous work	40%
Merit of the proposal	30%
Financial competitiveness	30%
Total	100%