

Terms of Reference

Job title	: Developing video documentation and take photographs for Empower Youth for Work Project
Contract type	: Individual or Consultancy Firm Service Agreement
Duration of assignment	: 30 days
Contracting Authority	: Oxfam in Bangladesh

1. BACKGROUND

Under the pillar of Economic Justice and Resilience, Oxfam in Bangladesh is implementing the Empower Youth for Work (EYW) Project. It is a 5-year project being funded by IKEA Foundation and implemented in Bangladesh, Pakistan, Indonesia and Ethiopia. The overall aim of the EYW project in Bangladesh is improved economic and social empowerment for young women and men living in rural climate-change affected areas.

The target group of the project consists of young women and men, community members, policy makers, government representatives and private sectors actors. The main target group is young women and men of aged 15-29 residing in rural climate vulnerable areas. An estimated 40% of the youth population in this age group is not in the labour force of the country. 74% of youth not in the labour force is female; these women are primarily engaged in unpaid household level care work. The geographic locations of the project are: Mithapukur upzilla under Rangpur district, Puthia upzilla under Rajshahi district, Botiaghata upzilla under Khulna district and Bakerganj upzilla under Barisal district.

The project aims to provide support to 57,998 direct beneficiaries with 70% female focusing on women from targeted townships and communities in Bangladesh to improve their economic and social resilience to climate extremes, through providing life skills, technical skills, entrepreneurship training and business development support to youth. The project has completed three years and created some successful footprints in the field. At this stage, it is very important to capture the stories from the field, to hear experiences from youth volunteers, to know about the success stories along with challenges. This initiative is taken to collect those stories through video and photographs.

2. The Purpose of Video Documentation and Photography

- To develop short video documentation on how the project approaches and different interventions/initiatives contribute to the changes of youth in terms of empowerment, job placement, develop enterprise EYW working areas
- To capture key achievements, success stories/ cases of the project.

3. Scope of Work:

Following tasks will be performed by the individual consultant or consultancy firm in close collaboration with Oxfam respective project team.

- Producing one video documentation length 3-5 minutes long with Bangla voice over and English subtitled, covering journey of youth towards success, interviewing the beneficiaries/ stakeholders/ partners of the program, lesson learnt and success stories.
- Separately two short (30-40 seconds long) social media videos content of project narrating story of single youth focusing their involvement with project activities, learning challenge, scope and opportunities.
- Develop script on whole documentary

- Collect photographs which reflect change, success of youth which will be shared with donor, use in social media, different types of gathering (e.g. seminar, workshop, training), Government and other stakeholders
- Visiting project areas (Barishal, Khulna, Rangpur and Rajshahi) for collecting photographs and video clips which includes interviews, general shots of project activities in B-roll.

4. Expected Deliverables:

- Share a script focusing change stories on overcome social barriers what youth especially young girl, women have faced across the journey.
- One precise video documentation length 3-5 minutes focusing on project approach, youth involvement, project impact, lesson learned and a two short (cut-off) version from main documentation length **30-40 seconds** focusing on journey of a single young women towards success.
- Share around 100 edited photographs (JPEG, PNG) reflecting on project initiatives and success in high resolution.

5. Timeline

The total assignment would be for 30 days within 15 June 2019 to 15 July 2019

WHAT	SUGGESTED LENGTH OF TIME NEEDED
Preparatory works <ul style="list-style-type: none"> • Team briefings • Develop and review schedule • Prepare equipment and props • Select work place 	1 Day
EYW project Video and photography <ul style="list-style-type: none"> • Scripting • Collect materials and complete shooting 	21 days
Time for review by Oxfam	3 days
Final submission of video and photograph after reviewed by Oxfam	5 days
Total days	30 days

Please note that, Oxfam will not provide any cost separately related to technical and equipment support for indoor activity and vehicle support for outdoor activities during field visit

6. EXPERTISE AND MINIMUM REQUIREMENT OF CONSULTANT(S):

1. Have experience to work in social and development issues
2. Has capacity of gathering strong photographs which depicts stories
3. Has experience in natural and human photography
4. Young professionals specially women are highly encouraged to apply
5. Previous experience of working with other NGOs or INGOs would be an asset but not mandatory
6. Has strong capacity to produce videos and in both Bangla and English

8. APPLICATION PROCEDURE

Interested individual consultant or a team of 2 consultants must submit technical and financial proposal based on the terms of reference above clearly marked "Developing video documentation and taking photograph". The package should include:

1. Previous Videography: 2 minimum examples (Link Sharing)
2. Photographs taken by the photographer (it can be the profile link as well)
3. Expression of interest
4. Technical and Financial proposal with clear time line
5. Split the budget according to expected deliverables.
6. Provide name and contact details of at least 2 referees who can vouch for the consultant's work
7. Tax Identification number

The submissions must reach Oxfam office by **21 May 2019**. Late proposals will not be accepted in any circumstances and will not be assessed.

9. MODE OF PAYMENT:

- a. All payment will be made through A/C payee cheque or bank transfer
- b. Vat & Tax will be deducted at source
- c. The payment will be made only after formal acceptance of deliverable of Oxfam EYW staff
- d. Inability to comply with the works as per agreed timeline and quality will cause 2% penalty from the payment

10.EVALUATION CRITERIA

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

Area	Weight
Understanding of ToR	40%
Experience	30%
Financial	30%

Only candidates obtaining a minimum of 60 points and above would be considered for the final evaluation