**Who We Are:**

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group of problem solvers, knowledge mobilisers and expert advisors. We work together to multiply our impact and help shape a world that works better for everyone. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service.

We believe in the power of small to change the big picture. And that together we can take practical action to build futures free from poverty.

**Background**

The UK Foreign, Commonwealth and Development Office (FCDO) has selected a CARE Bangladesh led consortium to implement the project titled ‘Nature Based Adaptation towards Prosperous and Adept Lives & Livelihoods in Bangladesh (NABAPALLAB/ নবপল্লব)’ in two Ecologically Critical Areas (ECA) – Sundarbans and Hakaluki Haor. The other consortium members are CNRS, CordAid, C3ER-BRAC University, Dushtha Shasthya Kendra (DSK), Friendship, Humanity & Inclusion (HI), iDE, and Practical Action. It is a key component of the Bangladesh-UK Accord on Climate Change and will deliver the adaptation outcome of the FCDO’s flagship Bangladesh Climate and Environment Programme (BCEP). The programme will make a significant contribution in Bangladesh to progress against GoB’s policies and priorities e.g., National Adaptation Plan (NAP), Nationally Determined Contribution (NDC), commitments to biodiversity conservation, ongoing 8th Five Year Plan, etc. And it will also contribute to UK’s commitment to International Climate Finance (ICF).

To ensure the vitalization of NABAPALLAB intervention we planning to develop and printing photo book.

**Job Specification for Photo Book & Still Photography**

We are looking for a communication vendor to print a photo book. The vendor will also provide selected photos, taken by a professional photographer. The photographer will have to visit the remote areas of Dakop, Paikgacha and Koyra upazilas in Khulna.

Based on the selected photos, Practical Action’s Communications team will prepare the layout and design of the photo book and provide the AI file to the vendor for printing. Detailed specifications of photo book and photography are provided below.

**The selected vendor will deliver the following:**

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| --- | --- | --- |
| Sl | Items | Quantity |
| 1 | Photo Book | 200 pcs |
| 2 | High quality RAW and JPG (large size) digital photos in a hard drive. | 200 copies |

**Detailed Specification – Photo Book:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. | Item | Specifications | | Remarks |
| 01 | **Photo Book**  **(Cover)** | **Size** | Height- 11 inch; Width 11 inch | **The vendor must obtain approval of the machine proof of the photo book before final printing.** |
|  | **Cover Paper** | 1. 32 ounce board 2. Jacket 150 gsm 3. Blackboard 250 gsm (hand made paper) |
|  | **Leaves** | 2 leaves (4 pages) |
|  | **Print** | 4 Colour (Both Side) |
|  |  | **Lamination** | Matte & Spot |
|  |  | **Cutting** | Flash Cutting |
|  | **Photo Book**  **(Inner Pages)** | **Size** | Height- 11 inch; Width 11 inch |
|  | **Paper** | 300 gsm matt paper |
|  |  | **Leaves** | 40 leaves (80 pages) |
|  |  | **Print** | 4 Colour |
|  | Binding | **Type** | Hard book binding |
|  |  | **Cutting** | Flash Cutting |

**Detailed Specification – Photo Capturing:**

1. The vendor that will be selected for printing the Photo Book will assign a skilled professional photographer (with a minimum of 5 years’ experience in photography for I/NGOs), specifically for this important assignment. The photographer will be tasked with visiting the remote areas of the upazilas that have been mentioned above, where they will work closely in collaboration with the staff from Practical Action, who are based in Khulna.
2. To ensure that the assignment is executed effectively, the photographer is required to spend a minimum of two full days in each of the upazilas. Given that there are three upazilas involved in this assignment, this means that the photographer will need a total of six working days to thoroughly capture all the necessary photographs across these locations, excluding travel time.
3. In addition to daytime photography, there will also be a requirement for nighttime photography, which will take place over at least two nights in two of the upazilas. Therefore, it is essential that the photographer comes fully equipped with the appropriate gear and tools needed for nighttime photography. This preparation is crucial to ensure that the quality of the images captured during the night meets the high standards expected for this project.

**Quotation submission deadline**: **12 February 2025**

**Photo Book delivery date:** **15 March 2025**

**Role of Practical Action:**

1. Practical Action will select the photos, and accordingly provide the design, and approve the sample and ‘machine proof copy’ before final printing.
2. Practical Action will provide all necessary support, directions, and suggestions to the selected vendor in order to complete the tasks successfully.

**Role of the selected vendor:**

1. The vendor is responsible to deliver all the deliverables mentioned above.
2. The vendor must submit the ‘machine proof copy’ and get Practical Action’s approval.
3. The vendor has to re-print/re-produce until the satisfactory output comes;

**Exclusivity:**

The selected vendor cannot share the concept, methodology, content, graphics, photos, raw artworks, and the final products with any other party anywhere at any time without written consent from Practical Action.

**Ownership and Copyright:**

Practical Action will retain full copyright of all documents, photos, products, and materials created from this assignment and may share them with other parties at its discretion. Organizations may use these products for non-commercial purposes only with written approval from Practical Action.

**Payment:**

All applicable VAT & taxes will be deducted at source. Payments will be made in two instalments:

1. 25% upon submission photo & first draft the work order.
2. 75% after submission and acceptance of a complete set of deliverables.

**Important Notes:**

1. The bidder must clearly state the period of time during which their quoted pricing will remain valid.
2. Practical Action will not be responsible for arranging any travel, accommodation, or meals for the photographer during the duration of the field visit. This means that the photographer will need to handle all aspects of her/his transportation, lodging, and food independently. However, it is also worth noting that Practical Action will provide transportation for the photographer throughout the field visit. Specifically, they will assist by taking the photographer from location to location each day in order to help them identify and capture the subjects that they are there to photograph. This support will ensure that the photographer can effectively carry out their work without the added stress of navigating to various sites on their own.
3. Bidders must provide a detailed financial proposal.
4. Practical Action requires the vendor to take all safety measures for its employers to protect the Covid-19 pandemic, especially those who will be involved in this agreement.
5. Practical Action will not take any responsibility if any of the members of the selected vendor get affected by Covid-19 during/after the assignment.
6. Practical Action holds the authority to take any decision at any stage or moment in the work process.
7. Practical Action will not compensate for any damages\loss of any equipment.
8. Practical Action will not provide any vehicle, accommodation, food to the selected vendor.
9. The selected vendor will directly work with the Communications team of Practical Action
10. Practical Action has got the authority to drop any line item, and accordingly the costs against the line item/s will be deducted.
11. In the case of increase/decrease of the size and quantity of the deliverables, payment will be made accordingly.
12. In case of additional deliverables, Practical Action will pay accordingly following negotiation with the selected bidder.

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| Sign: | Sign: | Sign: | Sign: | Sign |
| Shamim Ahmed  TA-Aquaculture | Salim Moral  Programme Manager | Mehrab Ul Gani  Manager - Advocacy & Partnership | Tazeen Hossain  Head of PDU and Operations | Ishrat Shabnam  Country Director  Practical Action. |