**Terms of Reference (ToR) for:**

**Developing a photo-story book and video documentaries for capturing the impact of the OCHA/CERF Anticipatory Humanitarian Action Framework Pilot Project to Reduce Flood Impact on Women and Girls in the Areas of SRHR, GBV, and Adolescent and Youth**

**1. About Plan International:**

Responding to emergencies and meeting the specific needs of girls and young women in emergencies is a core part of Plan International’s work. Plan International strives to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, Plan International works alongside children, young people, its supporters and partners to tackle the root causes of the challenges facing by the girls and all vulnerable children. The organizations support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. Plan International drives changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge. For over 80 years, Plan International has been building powerful partnerships for children, and it is active in over 75 countries.

Plan International Bangladesh started its operation in Bangladesh in 1994. Currently as per the new country strategy V (2020-30), Plan International Bangladesh is implementing projects under three thematic areas i.e. LEAD, SOYEE, and SRHR where disaster risk management (DRM) and climate change adaptation (CCA) are cross-cutting themes. In recent years, as part of its country strategy, Plan International Bangladesh has emphasized more to establish an inclusive and effective community-based child protection mechanism at the local and national level.

**2. Project background**

The project started in July 2020 aiming to contribute to the timely and dignified humanitarian response for beneficiaries in anticipation of severe monsoon flooding and in the context of COVID19 and the UN Humanitarian response and preparedness plan in Bangladesh. This disaster preparedness project distributed menstrual health management (MHM) kits to vulnerable adolescent and young girls (ages 10-19 years) in order to mitigate the impact of flooding before floods reach at peak. This objective was facilitated through pre-arranged financing support by UNFPA through UN’s Central Emergency Relief Fund (CERF) and through the implementation of the Anticipatory Action Framework Pilot.

On the 4th July 2020, forecasting suggested a 71 percent probability of high flooding in five highly vulnerable districts along Jamuna River in Bangladesh. This triggered the release of funding ahead of the activation of pre-agreed humanitarian activities by WFP, FAO and UNFPA to help communities in Bangladesh blighted by climate-related weather events to prepare and protect themselves from the next major monsoon flooding.

**3. Project objectives and activities**

This Anticipatory Action Framework pilot started in the last part of June 2020 and will continue until November 2020 with an objective to protect 4,500 vulnerable adolescent girls in flood prone areas with life saving services focusing on sexual and reproductive health and rights (SRHR), gender-based violence (GBV), and psychosocial support (PSS). Project activities included the distribution of MHM kits and flash cards consisted of awareness messages and information on SRHR, GBV, PSS, and MHM. This anticipatory pilot was implemented in three highly vulnerable flood prone districts (Kurigram, Gaibandha and Jamalpur under three Upazilas (Nageswari, Saghata, and Dewanganj), targeting 4,500 adolescent and young girls. The project is established based on the pre-agreed forecasting triggers. The interventions were aimed to mitigate the impacts of GBV and challenges in the menstrual health through the distribution of 4,500 MHM kits in the targeted districts (a project brief is attached for further reference). The project has the following output and activity:

**Output 1:** Life-saving SRHR and GBV services and information are delivered to adolescent and youth in an anticipatory manner to reduce disaster impacts on the most vulnerable in selected three districts.

**Activities:**

1. Distribution of MHM kits and awareness messages on flash cards with included information on GBV, PSS, and SHHR services to adolescent and young girls aged 10-19 years.

This anticipatory pilot was implemented in three flood prone sub districts, these are: Nsageswari sub-district under Kurigram district, Saghata sub-district under Gaibandha district and Dewanganj sub-district under Jamalpur district. The working areas and beneficiary information are given in table 1 in the following.

**Table 1. Working area and Union wise beneficiary information.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL. | Name of district | Upazila | Union | Beneficiary targeted |
| 1 | Kurigram | Nageswari | Kadar | **500** |
| Kachatkata | **500** |
| Bolloverkhash | **500** |
| 2 | Gaibandha | Shaghata | Jumarbari | **500** |
| Shaghata | **500** |
| Varatkhali | **500** |
| 3 | Jamalpur | Dewanganj | Chakajani | **500** |
| Bahadurabad | **500** |
| Chukaibari | **500** |
|  |  |  | **Total** | **4500** |

**4. Main objectives of the assignment**

The project will end on the 30th November 2020; however, major project activities have already been completed by the 31st July 2020. This anticipatory pilot adopted a new approach to support the vulnerable adolescent girls and young women in the flood prone areas to mitigate the challenges for promoting menstrual health combined with raising awareness on GBV. The pilot also meaningfully engaged 81 female youth volunteers in the delivery of the interventions at the field. It is therefore important to capture some stories, videos, and develop infographics documenting how the project interventions contributed to the objectives of the project and what kind of positive stories the project has created.

**5. Specific deliverables**

The consultant team / consulting firm will develop:

A photo-story book with at least 15 stories and 40 -50 still photos of the targeted beneficiaries (girls and young women within the age range of 10-19) based on the guiding questions. At least one story will be selected from each union.

A 5 to 7-minute video document for each sub-district / union (altogether three to nine videos) capturing the comments/ stories from the beneficiaries and youth volunteers engaged in this project supported with some infographics.

**6. Guiding questions for capturing stories and videos**

The consultant team / consulting firm will capture the stories and videos based on the following guiding questions:

* As a result of the pilot, how did the targeted adolescent girls and young women adopt healthy behaviours to improve their menstrual health and its management?
* As a result of the pilot, how did the targeted adolescent girls and young women mitigate the fear of GBV or take supports from different service providers, including Alapon counsellors, against any incidents that they have gone through?
* As a result of the pilot, how did the targeted adolescent girls and young women take support from different service providers, including Alapon counsellors, to address their psychosocial wellbeing or address their questions related to SRHR and COVID-19?
* To what extent targeted adolescent girls and young women were benefited from the awareness messages on flash cards for mitigating the challenges in menstrual health, SRHR, GBV, and PSS?
* As a result of the pilot, were there any stories that indicates the targeted adolescent girls and young women have challenged any norms around GBV and SRHR and that ultimately reduced gender gap or indicated increased girls agency?
* As a result of the pilot, were there any stories of parents or caregivers of targeted adolescent girls and young women who have a greater understanding of the importance of SRHR, GBV, and menstrual health?
* As a result of the pilot, were there any stories of female youth volunteers involved in the pilot who experienced increased agency or were greatly empowered by the role that they played in the pilot’s success?

**7. Intended users of this photo-story book and video documentaries**

Primary users of this document will be Plan International Bangladesh, UNFPA, German National Office of Plan International, Partner NGO, and UNOCH/CERF. The findings will also be shared with relevant stakeholders including local government, relevant government department, NGOs, media, community people etc.

**8. Scope of work**

The assignment will preferably include the followings but not limited to:

* Review the project documents and discussions with project implementation partner organisations and UNFPA;
* Review of relevant literature, collect and analyse information from secondary sources;
* Analyse the guiding questions with the thematic leads in Plan International Bangladesh and UNFPA;
* Finalise the tools/methodology for capturing of stories, videos, developing infographics and audio-visual presentation
* Sharing of first draft of stories rough footage (All the stories and rough footage would be reviewed and approved by Plan International Bangladesh)
* Edit and caption the photographs
* Design the photo story book
* Copy editing for final production of the photo storybook.
* Develop and submit an inception report containing final methodology, and time distribution for the whole work.
* Finalise the products for handing over.

**9. Technical specification for photo-stories**

* Dimension: 8.25 inches X11.69 inches
* Cover: 350 GSM, Matte Lamination
* Short stories in English with supporting high quality photos.
* Spot lamination heading, 4-Colour Inner: 20 - 30 pages
* Binding: Juice binding
* Output: ESP file ( for future printing)
* No of printed copies: 200 ( The number can be increased or reduced based on the unit cost)

N.B: The specification is subject to be customised based on the dimension and quality of the photos as well as the layout of the photo storybook which would be the most suitable to present the stories in a communicative and innovative way.

**Technical specifications for video documentary**

* No of documentaries: 3 – 9 ( Based on the available stories from the communities)
* Duration:5-7 minutes
* Camera:  Canon 5D Mark 4 or equivalent
* Output Format: H.264
* Output Sharing Medium: Pen Drive (10 units)
* High standard English subtitles
* High quality info-graphic works

**9. Methodological guideline**

The consultant team needs to visit all unions for collecting stories, videos, and photos in line with the above-mentioned guiding questions (section 6). In some cases the team also need to do some verifications if the story demands so. The story collection and photography in the field would be face-to-face maintaining the health regulations related to COVID19.

The methodology and relevant schedule can be adjusted in consultation with Plan International Bangladesh and UNFPA and finalized before implementation. It is suggested that during collection of stories, photos and videos, perspectives of all concerns including implementers, beneficiaries and other relevant stakeholders should be considered.

**10. Expected competencies of the consultant team / consulting firm**

Expected competencies of the consultant team / Firm are in the following. The head and senior members of the team members should have:

* Adequate experience in analysing ‘Anticipatory Humanitarian Action’ combined with menstrual hygiene management, gender based violence, and SRHR;
* Adequate knowledge on humanitarian principles and emergency response projects;
* Good understanding on the impact of disaster on adolescent girls’ health and well-being;
* Experience in collecting stories, photos, and videos within the context of GBV, SRHR, Emergency response and Gender issues of girls and young women;
* A member who can articulate the story in written English without losing its tone and appeal;
* A member with graphic design to develop compelling and aesthetically pleasing infographics;
* A small team of still photographers and videographers for capturing still photographs and videos to go with each story;
* An experienced editor for the photo-story book who will bring the life to the photo-story book with fluency in written English;
* Previous experience of working for such projects; and
* Complete respect for child protection and safeguarding principles.

**11. Timeframe**

The assignment should be accomplished within 45 calendar days **(by 20th November)** after signing of the contract. Time distribution for the assignment will be as per the following table. During whole period of the assignment, regular follow up meetings will be held between the contracted consultant team /consulting firm, Plan International Bangladesh, and UNFPA. The consultant tem /consulting firm is expected to produce and submit the following deliverables before starting the work:

* An inception report: This should not be more than 10 Pages and will include detailed steps of works and timeframe of the assignment.
* Tools/process for story collection: The tools/process should be finalized based on feedback of Plan International Bangladesh and UNFPA.

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**12. Mode of Payment**

The payment will be made in three instalments:

|  |  |  |
| --- | --- | --- |
| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 30 | Agreement signed |
| Second instalment | 40 | Submission of first final dummy photo-story book, videos, and infographics accepted by Plan International Bangladesh and UNFPA |
| Final instalment | 30 | Upon written acceptance of the final deliverable by Plan International Bangladesh and after approval from UNFPA |

### *(The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury)*

**13. Evaluation criteria and scoring**

The following table outlines the selection criteria:

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| Appropriate methodology for capturing stories, videos, still photography, and developing infographics. | 15 |
| Relevant competency of team leader and team composition. | 50 |
| Previous similar experience of photo-story development for any of the UN organisations | 25 |
| Amount of budget and justification | 10 |

**14. Penalty Clause**

The consultant/consulting firm is expected to provide deliverables within the agreed timeframe as well as submit the final version of photo-story book, videos with infographics maintaining the quality as mentioned above. If for any reason, a consultant/consulting firm fails to deliver on the abovementioned deliverables within the stipulated time, the consultant/consulting firm needs to inform Plan International Bangladesh well ahead of time with valid and acceptable explanation. Failing to this may evoke a penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned Plan International Bangladesh will deduct 5% of the total agreement amount.

**15. Preparation of the proposal**

The proposal will be divided into two parts and should be submitted in two separate folders i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and must contain the following:

* Introduction/ background
* Detailed methodology to be adapted for this work..
* Detailed timeframe (including dates for submission of first draft, dummy book and final outputs)
* Account of experience of conducting relevant works.
* CVs of the team leader and other key members of the story collection and photography team.
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

In general the financial proposal should identify, item wise summary of cost for the assignment with a detailed breakdown. However, the financial proposal should be classified into the following categories:

|  |  |  |  |
| --- | --- | --- | --- |
| Area: Photo story book | Printing cost | Video documentaries for each unit | Remarks |
| Item wise budget:  A:  B:  C:  ….. | For 200 copies;  For: 1000 copes | Item wise budget:  A:  B:  C:  …… | Plan reserves the rights to increase or decrease required number of units based on the submitted unit cost for photo-story book printing and video documentaries.  Cost calculation should be done factoring these remarks. |
| Total Budget for submission of a dummy book and the ESP file for printer to use. | Total budget | Budget for one unit:  Total budget for: 3 and 9 units |

The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The consultant/consulting firm is expected to provide a justified budget which is consistent with technical proposal.

**16. Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) **by 3rd October 2020** with an email title ‘Submission of proposals for developing photo-story book for **OCHA/CERF Anticipatory Humanitarian Action Pilot (UNFPA)’ project.** Proposal submitted to any other email account except this and in hard copies will be treated as disqualified. Submissions after the deadlinewill not be accepted as well. Two different folders i.e. technical and financial proposal should be submitted into one zip folder with a cover letter. The proposals should be submitted in pdf format.

**17. Contact person**

For any further queries, please communicate to Tariq Ul Hassan – Research and Knowledge Management Specialist (Tariq.khan@plan-international.org).

**18. Ethical Considerations**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, by Ethical Framework and our Child and Youth Safeguarding Policy. All bidders should include details in their proposal on how they will ensure ethics and child protection in the story, video and still photo collection process. Specifically, the bidder shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children, young people and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed

The consultant(s) should be aware that there will be nothing in this assignment which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the expected outputs/deliverables of this assignment. The objectives will be clearly explained to all the respondents of this assignment before gathering stories/data/photos/videos from them. The story, photos/video collectors will be abstained from collecting stories, videos and photos from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting stories, videos and photos.

**19. Bindings**

All stories, videos, photos, documents, papers, and data produced during this assignment shall be treated as Plan International Bangladesh’s property and restricted for public use. The contracted consultant team /consulting firm will submit all original stories, photos, videos, documents, materials, and relevant data to the country office of Plan International Bangladesh before receiving the final payment.

**20. Negotiations**

Once the proposal is evaluated, Plan International Bangladesh may enter into negotiation with one or more than one consultant team/consulting firm for final selection. If negotiations fail with one bidder, Plan International Bangladesh will invite another consultant team /consulting firm whose proposal was received and eligible for negotiation as a next choice. If none of the invited proposals led to an agreement fresh Requests for Proposals (bidding document) will be circulated.

**21. Award of contract**

The consultant team/consulting firm expected to commence the assignment within five days of signing contract.

**22. Global Safeguarding policy for youth and Child**

The consultant team members shall comply with the Global Safeguarding policy for youth and Child of Plan International Bangladesh. Any violation/deviation in complying with the policy will not only result-in termination of the agreement but also Plan International Bangladesh will initiate appropriate action(s) to make good the damages/losses caused due to non-compliance with the policy.

**23. Risk Management**

The consultant team must take all reasonable measures to mitigate any potential risks to the delivery of the required outputs of this assignment in time meeting the expected quality, and in the context of COVID-19.

**24. Disclaimer**

Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

Annexure A: Project Briefing:

