

**Term of Reference:**

**Hiring an Individual/Consultant Firm to produce shortfilms on Child Bride to Bookworm Project**

1. **About Plan International Bangladesh:**

Plan International began working in Bangladesh in 1994. Across all our work, we encourage children and young people to be leaders in their communities and drive progress on the issues that matter to them. We also integrate gender equality and inclusion across all our areas of work.

Plan International country strategy 2020-30 stated the vision to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights. The strategic priorities imply children and youth leadership, girls make decision and young women control over resources. These priorities will chip in achieving SDG goal of Gender Equality and Girls Rights through empowering children and youth leadership as agent of change maker in gender norms, also promoting them decision making about their lives by 2030.

1. **About Child Bride to Bookworm (CBB-CC) Project:**

Child Bride to bookworm project aim to reduce school dropout and early marriage from urban slum,s Girls and boys towards increasing the completion rate at lower secondary school. project is envisioning to reduce school dropout of 22 lower secondary school through since 1st January,2020. Dhaka, the capital of Bangladesh, is one of the world's fastest-growing cities with half a million new residents every year. 60 per cent of the city's population lives in slums, where extreme poverty, disease, violence, pollution and floods are part of everyday life. Despite the fact that the vast majority of children start school, only one-third of all children in the slums go all the way from Class 1 to 10 and complete their schooling. Bangladesh has the highest incidence of child marriages in Asia. Here 52 per cent of Girls are married off before reaching the age of 18. Along with child labour is also an important reason why many boys and Girls do not complete their schooling. ln the slums, there are three times as many children who work compared with the national average. Slum children are a group which is difficult to reach. But since almost all children in Bangladesh start school, it makes the school a strategic platform from which to create a positive impact on disadvantaged children's lives. Despite the natural interface between teachers, pupils and parents, schools in Bangladesh are unfortunately poorly equipped to cope. under Bangladeshi law, all schools must have a school Management Committee, a Parent Teacher Association - PTA, and a Student Council for primary school and Student Cabinet in secondary school. Child Bride to Bookworm project works to create a community around the school, support school environment to ensure quality education and the inclusion and retention of vulnerable groups. The strategy of Christmas Calendar project is based on the experience of Plan international in Bangladesh and their local partner SUROVI to improve conditions for the most vulnerable children in relation to education, active citizenship and influence in local decision-making structures. The aim of this project is to address the root causes of children from the slums dropping out of school, by a combination of four intervention strategies will lead to increase the number of girls and boys from urban slums who completes quality education.

Interventions are as bellow:

1. Improved Scholl Governance: Strengthened participation and collaboration of school Management committees (SMCs), teachers and relevant stakeholders in school governance

2. School Based Initiative: SMCs, Teachers at targeted schools, parents, and youth leaders are actively supporting initiatives to increase school completion

3. Access existing learning opportunity at school: School authorities and donors are actively supporting young people living in the urban slums of Dhaka, especially girls, to access existing learning opportunities and return safely to schools

4. Covid 19 Emergency response: To support the children of the most marginalized families to continue learning during the Covid-19 school closure and enable them to return to school once they reopen.

To ensure sustainability the project will help to strengthen parents' prioritization of education, the capacity of schools to retain pupils and parents' access to opportunities for financial support for schooling. The project's social sustainability is ensured via a fundamental change in parents' and schools' prioritization of both girls' and boys' schooling, which breaks with the pattern whereby parents who did not go to school do not prioritise the schooling of their children, who in turn do not prioritise their own children's schooling.

**Period location and target:** The proposed project is targeted to work in the South city corporation of Dhaka city. The project will support 22 selective secondary schools in Dhaka. project will focus on schools, community and children in particular.

The project's focal point and primary target group is children aged 10-15 living in the slum areas in Dhaka. Children who have dropped out or are at risk of dropping out directly participate in the project's activities. 10000-15000 children from slum areas at the 22 participating schools benefit directly from the project intervention. Potentially all children from slum areas in Dhaka enjoy the schools' improved efforts to tackle the root causes of children not completing their schooling.

1. **Main objectives of the assignment:**

The hired/responsible individual/vendor/agency will assess the submitted stories for final selection, will facilitate a training for the winning students, guide and produce final 10 short films based on the selected winning stories. The hired/responsible individual/vendor/agency will develop the final products and share with Plan International Bangladesh to reach mass audience with the goal and objective of CBB-CC project holding up the organisational profile of Plan International Bangladesh and ensure its work and visibility.

1. **Specific Deliverables:**

* Be a judge panel member of the final selection of the submitted stories
* Score and assess to select 10 best stories for short film production
* Facilitate a one-day session on short film making for the winners (venue and food will be covered by Plan International Bangladesh/SUROVI). The facilitator will be responsible for providing all training materials/learning materials, lesson plan, training resources. The training will be both in lecture and practice basis.
* Finalise a story board based on the selected 10 stories with creative inputs from consultant, share with Plan International Bangladesh for final approval.
* Spend at least 20 days with the selected winners to shoot the short films (All devices, equipment and logistics will be covered by the hired/responsible individual/vendor/agency). Shooting days may extend up to 50% based on requirement.
* Vendor will be doing the main shooting while the winners will assist them in the presence of Plan International Bangladesh and/or SUROVI focal.
* Vendor will shoot the films one by one. Upon finalisation of the stories, vendor will produce the timeline of shooting each stories.
* Films must be in 4k resolution (Both camera and mobile devices are acceptable)
* Ensure all post production of the 10 films upon consultation with the respective focals of Plan International Bangladesh
* Use copy right free or licensed sound track for the films
* Deliver all the short films to Plan International Bangladesh

1. **Timeline of the assignment:**

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| **Activity/ deliverable** | **Time line** |
| Submission of scoring | 20 February 2023 |
| Facilitate workshop | 04 March 2023 |
| Story board finalisation | 10 March 2023 |
| Field visit for recce | 12 March 2023 |
| Shooting | 20 April 2023 |
| Post production of 1st drafts | 15 May 2023 |
| Final Draft | 25 May 2023 |
| Final submission of all documents and reports with Plan International Bangladesh | 10 June 2023 |

1. **Technical Proposal:**

The agency will provide a technical proposal following technical logistics and human resource support for the work. The agency must share a detail work plan with timeline.

Required Technical Capacity:

* Script Writing
* Short film production
* Post production
* Photography
* Videography
* Audio-visual product development
* Text and infograph animation production

**Expected sequence of works:** The awarded vendor will be invited to a discussion session for providing further clarity about the job. Based on that a work plan and template will be approved for the work.

1. **Mode of Payment:**

The payment will be made in three instalments:

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| **Instalments** | **Percentage** | **Timeline** |
| First instalment | 20 | Submission of the inception report |
| Second instalment | 40 | Submission of the storyboard |
| Final instalment | 40 | Upon delivery of 10 short films |

* Plan International Bangladesh will deduct VAT and Income Tax at source as per Bangladesh Government rules and deposit to bank on behalf of the firm.

1. **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) with the title ‘Proposals for **Short Film Production on on Child Bride to Bookworm (CBB-CC) Project’** as subject line within by **31 January 2023** before at 3:00pm.

Two separate folders i.e. technical and financial should be submitted into one zip folder with a covering letter.

The proposals should be submitted in PDF format. Proposal submitted to any other email account except this or in any other form disqualified. Submissions after the deadline will be treated as disqualified.

“Any direct or indirect pressure/persuasion/harassment to any Plan staff shall disqualify shortlisted vendors’

**Preparation of 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 will contain the following:

* Detailed technical proposal. This section should include the mitigation strategies to address the risk associated with COVID-19 pandemic.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings and final report).
* Account of experience about conducting other relevant projects
* CVs of the team leader and key members of the team which reflect relevant experience to conduct the study (Annex).
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, 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 government treasury. The consultant/consulting firm is expected to provide justified budget, which is consistent with technical proposal.

1. **Assignment Completion Timetable:**

The assignment must be completed and delivered on or before **30 June 2023.**

1. **Contact persons from Plan International Bangladesh for the task:**

For any clarification, the vendor will contact **Mr. Enamul Haque**, Supply and Procurement Specialist Email: [Enamul.Haque@plan-international.org](mailto:Enamul.Haque@plan-international.org).

1. **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.

1. **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.

1. **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.

1. **Award of contract**

The consultant team/consulting firm expected to commence the assignment within 2 days of signing contract.

1. **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.

1. **Disclaimer:** Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.
2. **Global Policy on Safeguarding Children and Young People:** The firm/individual shall comply with the Child Protection Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan’s child protection policy will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of Plan’s Child Protection Policy.
3. **Non-Staff engaged by Plan International Inc. (PII) Code of Conduct:** The firm/individual shall comply with the Non-Staff engaged by Plan International Inc. (PII) Code of Conduct of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Non-Staff engaged by Plan International Inc. (PII) Code of Conduct will result-in termination of the agreement.
4. **Anti-Fraud, Anti-Bribery, and Corruption:** The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of the agreement.

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