

Terms of Reference

Documentary on good practice and IEC materials for Improved Weather and Flood Information System for Community Based Risk and Resource Management Under SHOUHARDO III Program

Type of Contract: Media Firm/Individual Contractor

Duration: 45 Days

Background

Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an International and Intergovernmental organization that supports national hydro-met service providers and local level institutions in research and development of forecasting and warning services. RIMES has in total 48 member states and collaborating countries (for further details, please visit www.rimes.int). RIMES was established on 30 April 2009 through the signing by collaborating countries of the RIMES regional cooperation agreement. RIMES has been working in Bangladesh for developing forecasting products and its applications with state of the art decision support systems and advanced technologies tailor made to meet the societal requirements over the past decade.

Project Background

RIMES is currently implementing the project “Improved Weather and Flood Information System for Community Based Risk and Resource Management” under SHOUHARDO III program of CARE Bangladesh supported by USAID. This project aims to contribute in the transition from ‘what the weather will be’ to ‘what the weather will do’. It will pilot community oriented weather and flood forecast information services for enhanced resilience. The project has already implemented some of its major activities, such as:

- Improving flood forecast lead time (operationalized 15 days stream flow forecast)
- Generation of Upazila specific weather forecasts products for SHOUHARDO III program areas.
- Support forecast based advisory services for Agriculture, Livestock and Disaster Management sectors through voice message broadcasting platform.

The project has supported generation of location specific weather and long lead flood forecast at Bangladesh Meteorological Department and Flood Forecasting and Warning Center of Bangladesh Water Development Board respectively. The project has made an effort to reach the last mile communities at risk with timely forecast and advisories with sufficient lead time in an understandable and actionable format. The project has started capacity building of the farmers, women and children groups, extension workers, local government representatives and market actors, small entrepreneurs for accessing, interpreting and application of forecast information. The overall goal of the project is to reduce livelihood risk of poor and extreme poor communities and maximize benefit from favorable weather condition through implementing weather-ready climate-smart agriculture and allied resource management for achieving resilience.

Objectives

This project intends to design and develop comprehensive, interactive and user-friendly digital materials in the form of information, education and communication (IEC) materials. The main objective of these IEC materials is to visualize the information in an understandable way that school going children can grasp. It will be needed for knowledge dissemination and awareness-raising. The contents will visually explain how to access weather and flood information and to implement some agromet, flood/thunderstorm, livestock advisories etc.

Another part is finalizing the video documentation of this project to showcase the overall project goal, activities and impacts. RIMES has already collected video footage during the project activities and these footages needs to be organized in a video documentary format.

Expected Deliverables

The following activities and deliverables are expected to be delivered by the consultant as described in the table 1.

Table 1 Expected Deliverable

No.	Activities	Deliverables
1	Development of IEC materials for school going children on <ul style="list-style-type: none">• Thunderstorm awareness• Accessing Weather and flood information• Utilization of weather forecast in decision making	Draft of the content, final content in PDF and AI/PSD format. Each of the item should be at least 2 pages with infographics and necessary information
2	Development of documentary on good practice based on the collected video footage by RIMES. (Both Bangla and English voice over; for English, native speaker is preferred)	Draft of the storyboard, draft of the sequence, draft of the script, draft of the content and final product in video file format with necessary colour grading, infographics, motion graphics and English subtitles.

Required Skills and Experience

The consultant should have at least five-years' experience to accomplish the tasks as mentioned in this ToR. The assignment will require a team with the following characteristics:

- a. Experience in working with international organizations.
- b. Experienced narrator, script writer and motion graphics designer.

Responsibility of RIMES

RIMES will provide all the collected video footage during field activity, assessment and baseline reports and other required documents.

Working Conditions

Table 1 outlines the expected activities and deliverables to be completed by the consultant. The consultant will be required to use their own resources to carry out these assignments.

Payment conditions

Payment via Bank Transfer after delivery as per following condition:

- 15% Payment upon signing of service contract
- 25% Payment upon completion of final draft of the content
- 60% Payment upon delivering final products

Unsatisfactory Performance

Payment of fees to the Contractor under the contract, including each instalment or periodic payment (if any), is subject to the Contractor's full and complete performance and submission of deliverables. RIMES reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. All materials developed will remain under the copyright of RIMES and that RIMES will be free to adapt and modify them in the future. This ToR is an integral part of the service agreement signed with the consultant.

Submission of Proposal

Proposal from the consultant should include separate technical and financial proposals:

- ❖ Technical Proposal
 - Brief description of the consultant's experience and an outline of similar assignments conducted in the last five years. Consultant can provide links where applicable;
 - Methodology including content development to final production process
 - At least 3 client names who can be contacted by RIMES for reference
 - Proposed team with responsibilities
- ❖ Financial proposal
 - The proposal shall cover all relevant costs and value added tax (VAT)
 - In case VAT is applicable, RIMES shall provide VAT exemption coupon.
 - The financial proposal must be priced in USD and must follow the UN Operational Rates of Exchange

Soft copy of Proposals shall be submitted to the contacts below on or before 31st January 2021.

- Samia Jahan Chowdhury, Project Manager, RIMES
Email: samia@rimes.int

Prospective consulting firms can request for virtual meetings for any clarification regarding this ToR.