

## Terms of Reference (ToR) For Production of a Video Documentary on *Anticipatory Action for Flood and Cyclone Preparedness in Bangladesh*

### 1. Background

SKS Foundation is implementing the “Asia Community Preparedness and Transformation (ACT II) program” along with JAGO NARI & Wave Foundation, with the support of Oxfam in Bangladesh in 12 targeted communities of Bangladesh. These 12 communities are from Gaibandha, Barguna, and Barisal. Through this, project aims to ensure that communities affected by recurrent disasters in highly vulnerable areas in Bangladesh have enhanced capacities for disaster preparedness, response, and recovery. Communities are also better equipped to co-lead on relief and recovery efforts in collaboration with local authorities, with the overall aim of reducing vulnerability and suffering among disaster-prone communities. Under this project, there are various interventions related to community capacity building, protecting vulnerable household assets and livelihoods, producing knowledge, and learning etc. The project focuses on strengthening the capacity of partners in various aspects of cash transfer programming (CTP). This documentary aims to showcase the outcomes and community stories related to anticipatory action efforts in ACT II) program.

### 2. Objective of the Assignment

The main objective of this assignment is to produce a compelling, locally Lead, human-centered, and evidence-based documentary that:

- Highlights the concept and significance of Anticipatory Action in the context of Bangladesh
- Captures real-life stories of affected and benefited communities
- Showcases key interventions, and success stories
- Communicates the role of data, early warning systems, and local knowledge in AA

### 3. Scope of Work

The consultant/firm will:

- Develop a detailed script and storyboard in consultation with the commissioning organization
- Visit selected project sites (three District) and capture high-quality video, still pictures, and audio footage
- Conduct interviews with beneficiaries, community members, local leaders, and project staff
- Include animation/infographics to explain technical concepts (e.g., early warning triggers, protocol, forecast models)
- Drone footage (where permitted) for environmental context.
- Ethical standards: informed consent from participants, protection of dignity, no stereotyping of vulnerable communities.
- Deliverables to include raw footage, still photographs, and final edits.
- Produce: A **main documentary** (Maximum 5 minutes)
- Bangla voiceover and English subtitled versions (Bangla & English)
- Submit raw footage, photographs, and final edited versions

#### **Sites and Participants**

- **Sites: Gaibandha, Barguna, and Barishal districts**

- **Participants:**

- Community members (women, men, youth, elderly, and persons with disabilities).
- Local leaders and Union Disaster Management Committee (UDMC) representatives.
- Project staff and implementing partners.

- **Criteria for Interviewees:**

- Gender balance (ensure equal representation of women and men).
- Inclusion of marginalized groups (e.g., people with disabilities, the elderly, single female-headed households).
- Beneficiaries who can share tangible stories of change (before vs after anticipatory action).

**Key Messages to Convey**

- **Community Ownership:** Anticipatory Action works best when communities co-lead preparedness and response.
- **Climate Resilience:** AA helps vulnerable communities adapt to increasing climate risks like floods and cyclones.
- **Evidence of Impact:** Reduced losses (lives, livestock, assets) and quicker recovery due to timely interventions.

**Primary Audience**

- **Primary:** Donors, humanitarian organizations, government agencies (MoDMR, FFWC), and policy makers to demonstrate the effectiveness of Anticipatory Action (AA).
- **Secondary:** Wider public (via social media/TV/online platforms) to raise awareness about anticipatory action and resilience.

**Where and How It Will Be Shown**

- National and international workshops, conferences, and policy dialogues on disaster risk reduction (DRR) and anticipatory action.
- Advocacy events with government and donors.
- Community-level reflection meetings.
- Online platforms: SKS Foundation website, Oxfam network, and other social media channels.

**4. Duration: [ 60 days]**

**5. Deliverables**

Deliverable	Description	Timeline
Inception Report	Including script, shooting plan, and schedule	Week 1
Draft Documentary	First cut for review	Week 5
Final Documentary	Edited full version	Week 8
Raw Footage	All original files and media	Upon completion

**6. Methodology**

The documentary will use a participatory, field-based, and storytelling approach, combining:

- On-site filming in project locations
- Interviews with diverse stakeholders
- Voiceover narration and ambient sound
- Drone footage, Visual data representation (e.g., maps, early warning alerts)

**7. Required Expertise**

The firm/consultant must have:

- Proven experience in documentary production, especially in humanitarian or development sectors
- High-quality filming and editing equipment and technical skills
- Understanding of disaster risk reduction, climate change adaptation, and/or anticipatory action preferred
- Ability to communicate fluently in Bangla and English
- Knowledge of ethical filming practices, especially with vulnerable communities

## 8. Payment Process:

Payment will be made through the 'Account Payee Cheque' only and will be made in favor of the Firm/Individual consultant. Payment schedule as below:

1st Payment -After agreement, Sign	40%
Final Payment – After acceptance of the final video	60%

SKS Foundation will deduct VAT and Income Tax at source and deposit to the government treasury on behalf of the vendor as per the Bangladesh Government rules.

## 9. Duration and Timeline

The assignment is expected to be completed within [60 days] from the signing of the contract.

## 10. Reporting and Coordination

The consultant will work under the supervision of [ACT Project Team] and coordinate regularly with the field team for logistics and scheduling.

## 11. Application Process

Interested firms/individuals are requested to submit:

- A technical proposal outlining approach, methodology, and timeline
- A financial proposal with a detailed breakdown
- Portfolio/samples of previous work
- Profiles/CVs of key team members

## 12. Bidding/Tender Evaluation

The evaluation of tenders will be carried out based on the following key criteria and scoring points: {Total Evaluation Score (100) = Technical (20) + Financial (60) + Publication (20)}. So, the final selection of the potential Firm/Individual consultant does not depend on the lowest bidding amount, rather, depending on the total score obtained out of 100. **Technical and Financial Proposals will be evaluated separately.**

## 13. Application Procedure:

The detailed Terms of Reference (ToR) will be available and to be collected from SKS Foundation Website: [www.sks-bd.org](http://www.sks-bd.org) from **04/09/2025 to 14/09/2025**. It is requested to submit both Technical and Financial Proposals via Email to [procurement@sks-bd.org](mailto:procurement@sks-bd.org) on the mentioned date.

**Deadline for Application:** The application deadline is "14/09/2025".

## 14. Disclaimer

SKS Foundation reserves the right to amend the terms of reference at any time as required upon mutual discussion with the producer firm/consultant. The SKS Foundation reserves the right to terminate the contract at its sole discretion in case of non-compliance with the terms and conditions that will be finally agreed upon. The consultant will never use this Video Documentary information for his/her own needs. If required, the consultant must take prior permission from SKS Foundation.