

Terms of Reference

for Hiring Videographer to develop video and photograph on Early Childhood Care and Development (ECCD) program

Shishuder Jonno Program Save the Children in Bangladesh

- Project** : Sponsorship funded 'Shishuder Jonno (SJ)' Program
- Consultant Name** : TBD
- Location** : Barishal and Dhaka Impact Area
- Duration** : (16 working days) 10 November-30 November 2021

Background

Save the Children, Shishuder Jonno (SJ) Program is an Integrated Child Development Program, which has been implementing in Dhaka, Barishal and Gaibandha Impact Areas. SJ goal is to 'Children Learn and Develop to their Full Potential' following of a 'life cycle approach'. The program has five core components: a) Early Childhood Care & Development (ECCD); b) Basic Education along with ICT in education c) School Health & Nutrition; d) Maternal Newborn Child Health and Nutrition, and e) Adolescent Development.

'Shishuder Jonno' (SJ) program has been implementing ECCD program targeting conception to 5-years children in Dhaka and Barishal Impact Areas. The ECCD program is aiming to improve quality early childhood care, stimulation, learning opportunities that demonstrate improved child development outcomes. Intervention of ECCD program focusing on Early Childhood Care and Stimulation, male parent engagement, create early learning and play opportunity, support to govt for quality preprimary education, Emergent Literacy and Math Parenting and create play learning opportunity at home.

ECCD program needs to share and showcase program's model, success in different forums. Also need to document real life sessions, interaction, and children participation of ECCD intervention. Program videos, photos are equally important for using those in capacity development training/orientation/workshop/conference. Aiming to address the needs, SJ program will develop one video clip on ECCD program and 100 programmatic photographs through hiring a videographer.

Purpose of the assignment

The main objective is to develop one 5-7 minutes video clip and 100 programmatic quality photographs focusing on ECCD interventions. In the video clip and photographs videographer will captures program success, participation of children in ECCD interventions, process and learning of using toys and learning materials (Magic Bag), parents, and stakeholder's view in Dhaka and Barisal Impact Areas.

The following tasks will be carried out by the Videographer

Videographer will observe existing ECCD interventions in both areas, review documents, talk with parents, community, and program staff to prepare video clip and photographs. He/she will closely work with Manager-ECCD to develop the video clip and photographs. The FOLLOWING tasks will be carried out within 15 days from its starting day.

- Meeting (4/5) with project focal for getting clear idea on tasks and deliverables.
- Orient about ECCD intervention and review relevant reports, documents and one pager.
- Visit ECCD interventions in Dhaka and Barisal Impact Areas.
- Prepare video scripts with the guidance of project focal
- Review the video script as per landscape, character, and requirement in consultation with Manager-ECCD.
- Shoot required scenes following of final script and 5-7 minutes duration video content development
- Filming the video using action camera, lenses, and photograph with aerial photo technology
- Capture programmatic quality photographs and select 100 photographs in consultation of ECCD Manager (from Rayer Bazar- 40 & Barisal-60).
- Share draft version of the videos with voice over including English sub-titles and share 100 best quality selected photographs
- Incorporation of SCI feedback, & communication department and submit the revised versions
- Final products submission with English subtitle and voice over description.

Expected Deliverables

1. Develop one final video on ECCD program. Assigned videographer will submit a copy of completed video-document in Export video files in .MP4 or .MOV file format with English subtitle. Also, he will submit all data (working footages and videos) to SCI, SCI solely holds the copy rights of this video and photographs.

2. Submission of final 100 high resolution programmatic photographs.

Time frame:

An indicative timetable is outlined below. This will be revised according to the final starting date:

Task	Timeline 2021	Responsible	Days required
•Meeting (4/5) with project focal for getting clear idea on tasks and deliverables.	2 nd week of November	Videographer	Half day
•Orient about ECCD intervention and review relevant reports, documents and one pager.	2 nd week of November	Videographer	Half days
•Visit ECCD interventions in Dhaka and Barisal Impact Areas.	2 nd week of November	Videographer	2 days
•Develop video scripts with the guidance of project focal	2 nd week of November	Videographer	1 day
•Customize and finalize the video script as per landscape, character, and requirement in consultation with Manager-ECCD.	3 rd week of November	Videographer	1 day

•Shoot required scenes with 5-7 minutes duration of video content	3 rd week of November	Videographer	2 days
•Filming the video using action camera, lenses, and photograph with aerial photo technology	3 rd week of November	Videographer and with the support of SJ partner staff	3 days
•Capture programmatic quality photographs and select 100 photographs in consultation of ECCD Manager (from Rayer Bazar- 40 & Barisal-60).	4 th week of November	Videographer and with the support of SJ partner staff	3 days
• Share draft version of the videos and photographs including English subtitle and voice over caption	4 th week of November	Videographer with his team	1 day
•Include feedback of SCI, communication department and share	5 th week of November	Videographer with his team	1 day
Final products submission with English subtitle and voice over description.	5 th week of November	Videographer	1 day

Required Skills of Videographer

- Proven track-record of developing video-document
- Knowledge on script writing and editing
- Knowledge on SCI program video making

Roles and responsibilities

- The assigned videographer will be responsible to arrange video related equipment, video shooting and photograph taking including camera, recording, editing, background music and voice over as per requirement.
- Sponsorship program will be responsible to arrange field visit for video shooting as well as supporting for developing script including learning by using toys and learning materials (Magic Bag), SCI standards and practices in terms of child safe-guarding policy issues.
- Videographer will update progress with project focal regarding shooting and capturing photographs from Barishal and Dhaka Impact Areas.
- Save the Children will be with videographer and arrange program intervention e.g. Early stimulation, ELM parenting, EYPP and communicate with identified children, parents and community with the support of field staff in both areas.
- Save the Children will be responsible for providing project related documents, clarifications, and feedback before finalization of the products.
- The videographer will be responsible for delivering the draft and final products within the deadlines (agreed on after developing the detail action plan).

Video Requirement:

The content of video and photographs should show how ECCD activities impact on child, family and community life and involvement of mother and father and stakeholder. An explanation of the activities will be featuring (e.g., who participates, how the child, his/her family and community benefited from ECCD program interventions, Magic Bag, why this program is needed, what are the changes found on child, parents and community life, what they learnt and practice after participating in ECCD interventions, how was the situation in COVID 19, how they tackle the situation through ECCD interventions, what are the hopes and dreams for the future for the child, for the family and/or for the community?). A clear beginning, middle and end using interviews, voice-overs, narrative text and/or visual storytelling will have to capture in video and photographs. Need to capture multiple scenes/shots in videos instead of one situation. And 100 high resolution photographs will be shoot focused on ECCD activities.

Working Conditions:

- Key Points to be maintained regarding Child Safeguarding Policy and COVID-19 safety guideline.
- Videographer should confirm signed consent from children and parents before video shooting and photograph capturing.
- Signed consent form will be submitted to SCI before the events.

Management and Logistics

The videographer will report to Zannatun Nahar (email: zannatun.nahar@savethechildren), Manager-ECCD, Shishuder Jonno Program, Save the Children Bangladesh.

General Terms and conditions:

- SCI reserves right to accept or reject any proposal. The participating individual will be informed about the status of his/her proposal via email once scrutiny is completed.
- Developed video and photographs will be treated as the property of SCI.
- All products prepared during this assignment will become the property of Save the Children and will not be shared with third parties without permission from Save the Children.
- Developed video and photographs or any part, therefore, cannot be sold, used, or reproduced in any manner without prior written approval of SCI; and
- SCI reserves the right to monitor the quality and progress of the work conducted by the consultant during the assignment period.

Expressions of Interest

Expressions of interests are from suitably qualified candidates and addressing the following:

- An outline of the proposed procedure to complete the assignment.
- Proposal should be very specific in line with the ToR;
- Soft copies of proposal and respective videographer's Biodata should be submitted.
- Response to this criterion as set out in the 'videographer's - qualifications.
- Videographer will propose daily rate along with the detail budget breakdown of the assignment.
- Proven last working experience of conducting similar type of videography in English and salary document where videographer is sole or lead author.
- Videographer should have TIN, BIN, NID and Mushok 6.3 documents.
- Details of 2 professional referees.

Other

- Save the Children is committed to ensuring a safe environment and culture for all children with whom we come in contact during our work. The videographer involved in this task will be required to comply with Save the Children's Child Safeguarding Policy and sign the Code of Conduct.

Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address: prosanta.roy@savethechildren.org. Application closing date: **November 01, 2021**.
