

## Request for Proposal

for developing Documentary/video on “Occupational Health and Safety”

### Organizational profile:

Swisscontact is the business-oriented independent foundation for international development cooperation. Represented in 36 countries with over 1,100 employees, it promotes - since 1959 - economic, social and environmental development. The focus of systemic interventions in the private sector is the strengthening of local and global value chains. The organisation is based in Zurich. Swisscontact concentrates on four core areas of private sector promotion: Skills Development; Enterprise Development; Inclusive Finance and Climate-Smart Economy.

Swisscontact is registered as an INGO with NGO Affairs Bureau. Our office in Bangladesh is based in Dhaka, Bangladesh and we have a mandate to develop and maintain the foundation’s portfolio of development projects in Bangladesh. For more information, please visit:

<https://www.swisscontact.org/en/country/bangladesh/home.html>.

### Project overview:

Uttoron-Skills for better life is a skills development project, funded by Chevron under ‘Workforce Development’ within the Bangladesh Partnership Initiative (BPI) and is being implemented by Swisscontact. In phase-I (2016-2019), Uttoron project has created positive impact on the lives of over 1,400 community youths in Sylhet, Habiganj and Moulavi Bazar districts through building awareness and providing job-oriented trainings. A well-developed trainee selection process, putting high emphasis on post-training employment, engaging stakeholders in every step have made the project unique and successful.

To continue this momentum of development, Chevron has extended Uttoron project for another three years (2019–2022) with an aim to enhance employability of 2,000 community youths in Sylhet and Dhaka region through providing training on market demanded trades, facilitate establishment of a permanent training center at Habiganj, and create opportunities of advance welding training for the youths in Bangladesh.

### Objective of the assignment:

To produce an effective, informative and instructional video that will create awareness among the trainees of Uttoron about the importance of safety and security at the workplace and the necessary cautionary health practices to stop Covid-19 from spreading. The documentary must cover the following topics,

Length:	3-4 minutes
Target audience:	Uttoron beneficiaries
Language:	Bangla with English subtitle
Objective:	The <b>core objective of the safety and security video</b> is to aware the trainees of Uttoron about the importance of safety and security at the workplace, general rules and regulations related to it and the expected cautionary behavior. In light of the current Covid-19 pandemic, the video should also cover the awareness issues related to stop contamination and infection from the virus.

Topics (mandatory):	Title	Topics
	Personal Protective equipment (PPE)	Use of hard hat (helmet), safety shoes, safety glass/goggles, hand gloves, ear plug, face mask and apron
	Fire safety	Familiar with Muster point/area, designated smoking area, emergency fire exit, Fire alarms (SD/HD/CD), Fire Call Stations & Fire Extinguishers, use of firefighting gears (Flame Resistant Clothing) & fire blanket
	Health & hygiene	Hand wash, cover mouth & nose during coughing or sneezing, safe drinking water during heat stress and housekeeping/cleaning of washroom
	Covid- 19	Health and hygiene behavior at the workplace and home
Topics (optional):	1. Earthquake Response 2. General electrical safety	

## Tasks:

### Task of the Consultant:

The consultant will use her/his expertise in editing and producing a documentary film that appear coherent with the project communication guideline and in compliance with organization's policy. The Specific tasks will be:

#### Pre-production

- Develop script for the voice-over in Bangla and the sub-title in English for the documentary and get those approved by Uttoron team
- Propose title for the documentary and get it approved from Uttoron team

#### Production

- Develop documentary as per approved script with English subtitle and get approval from Uttoron team

#### Handover the tasks to assigned project staff:

- Submit the documentary in a hard drive and two separate DVDs

## Task of Uttoron project:

Uttoron project, representing Swisscontact, will have the role of client for this assignment and will perform the following tasks:

1. Provide orientation to the consultant on the specifications and requirements of the assignment
2. Share relevant information with the consultant as necessary such as:
  - a. Project information
  - b. Communication strategy and guideline of the project
  - c. Video guideline of Chevron
3. Provide feedback and approve the script submitted by the consultant
4. Provide feedback on the first draft of the documentary
5. Make payment to the consultant upon submission of the deliverables.

### Expected Deliverables of this assignment:

The agency will ensure following deliverables as part of completion of the assignment –

- a. A developed documentary/ video with english sub-title

### Task schedule and deliverables:

Uttoron requires the assignment to be completed by **17 September 2020**. The following table gives the deliverables along with the deadlines. The deadlines can be adjusted upon mutual consent.

Sl.	Deliverables	Deadline (tentative)
1.	Publish ToR for developing video on safety and security at the workplace	22-June-2020
2.	Deadline to submit the proposal	02-July-2020
3.	Shortlisting of the consultants and invitation to make storyline presentation	08-July-2020
4.	Present story board to Swisscontact	12-July-2020
5.	Final selection of the consultant and inform the selected consultant	15-July-2020
6.	Provide work order to the selected agency	16-July-2020
7.	Orient the agency on Uttoron and the project objective	19-July-2020
8.	Share the draft script, design and methodology with Uttoron team	29-July-2020
9.	Uttoron team will provide feedback on the script	10-August-2020
10.	Share the adjusted script, design and methodology to Uttoron team and get approval	12-August-2020
11.	Share the draft documentary/video with Uttoron team	26-August-2020
12.	Share feedback on the documentary	06-September-2020
13.	Submit the documentary incorporating the feedback and get approval from Uttoron team	13-September-2020
14.	<b>Final delivery of the documentary/video</b>	17-September-2020

### Guideline for submission of the proposal:

This guideline shall ensure uniformity of proposals submitted by all agencies and transparency of the evaluation process. The proposal should contain a brief on the storyline and detail of treatment method that will be used.

### Content of the proposal:

The language of the proposal will be in English.

- The agency must submit a short storyline with treatment method for developing a 3-4 mins documentary/video.
- The agency must submit a cover letter (max 1 page)
- Scan copy of documents proving the legal entity of the agency (e.g. trade license, VAT certificate, TIN certificate) need to be attached with the proposal.
- The agency must submit a Portfolio consisting their previous works in last two years
- The agency must submit a detail financial proposal for the assignment

**Qualification of the Consultant:**

1. Relevant experience of working for international development organizations
2. Valid TIN and VAT registration number (as applicable)

**Selection Criteria:**

Shortlisted consultant will be invited to make a presentation on their proposed storyline. While the exact set of criteria may vary based on the decision of procurement committee, the following criteria are generally applicable for evaluation of the potential vendor:

Sl#	Particular	Marks
1	Portfolio	40
2	Budget	60
	<b>Total</b>	<b>100</b>

**Submission of proposal:**

The proposal must be sent to the following email address:

[bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org)

The subject of the email should be **RfP for developing Documentary/video for Uttoron project** and needs to be sent by **2<sup>nd</sup> July, 2020, 5:00 pm.**

\*All amounts are inclusive of VAT, deductible at sources. All statutory taxes (Income Tax and VAT) are applicable.