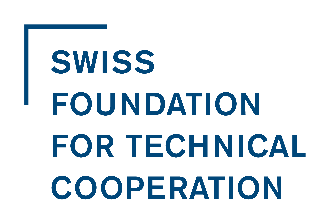


Terms of Reference

# making Project Completion Documentary









We are a leading organisation for the implementation of international development   
projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

**Background**

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development co-operation and has carried out its own and mandated projects since 1961. Based in Zurich, Swisscontact currently manages 117 projects in 39 countries on behalf of public and private donors. Swisscontact’s working principles include inclusive systems development, learning culture, evidence-based adaptive management, and engaging private sector. In addition, the organisation’s sustainable criteria comprise of gender equality and social inclusion, financial capability, environmental responsibility, and good governance.

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 Uttoron Project has trained 1400 youth. To continue this momentum of development, Uttoron project has been extended 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, establishment of a permanent training centre at Sylhet, and create opportunities advance welding training for the youths in Bangladesh.

**Objectives**

The objective of this assignment is to produce multiple effective and informative video of Uttoron Project which will exhibit project activities and accomplishment.

This is a call for the proposals from the potential vendors/production houses for making multiple documentaries of different length.

|  |  |
| --- | --- |
| Length of One documentary | 5-6 Minutes |
| Length of 3 short videos | 2-3 Minutes |
| Target Audience | Government, Donor, Uttoron beneficiaries, industries, private sector, training centers. |
| Language | English subtitles |
| Objective | The objective of the documentary is to provide overview of the project. Will highlight all three components of the project, project achievement, success, accomplishment, and contribution in Bangladesh’s skill development sector and achieving SDGs. Subject matter of the short documentaries will be further discussed in detail and decided. |
| Location | Multiple places in Dhaka, Sylhet & Khulna |

**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**

• Briefing session with Uttoron to develop detail understanding of the project and objective of the documentary

• Consultation session (if necessary) for discussing idea and preparing the script

• Develop a storyline and script for the documentary and share it with Uttoron Team for approval.

**Production**

• Visit ongoing project sites if necessary and share shooting schedule plan in advance with Uttoron Team

•Finish shooting and production work

•Share first version of the documentary and take feedback

• Incorporate all the feedbacks and english subtitle and develop a final version

• 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.** 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

1. Provide orientation/briefing to the consultant on the specifications and requirements of the assignment
2. Provide feedback and approve the script submitted by the consultant
3. Finalize the storyline in consultation with the consultant
4. Arrange initial site visit for the consultant as per shooting plan provided by the consultant
5. Provide necessary support on site during shooting
6. Develop Subtitles
7. Provide feedback on the first draft of the documentary
8. 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 –

1. Multiple documentary/ video with English sub-title

**Task schedule and deliverables:**

Uttoron requires the assignment to be completed by July of 2022. The following table gives the deliverables along with the deadlines. The deadlines can be adjusted upon mutual consent**. (Scope of work may change subject to fund availability.**)

|  |  |  |
| --- | --- | --- |
| **Sl no.** | **Activities** | **Tentative Timeline** |
| **1** | Publish RfP for developing project ending documentary | 17/05/2022 |
| **2** | Deadline to submit the proposal | 31/05/2022 |
| **3** | Shortlisting and finalization of the consultant | 26/05/2022 |
| **4** | Inform consultant | TBD |
| **5** | Provide work order to the selected agency | TBD |
| **6** | Orientation/briefing meeting with the agency on Uttoron and the project objective | TBD |
| **7** | Share the draft script, design and methodology with Uttoron team | TBD |
| **8** | Uttoron team and donor will provide feedback on the script | TBD |
| **9** | Share the adjusted script, design and methodology to Uttoron team and get approval | TBD |
| **10** | Shooting time | TBD |
| **11** | Share the draft documentary/video with Uttoron team | TBD |
| **12** | Share feedback on the documentary | TBD |
| **13** | Submit the documentary incorporating the feedback and get approval from Uttoron team | TBD |
| **14** | Final delivery of the documentary/video | TBD |

**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.

• Previous work sample.

• 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 of 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)

3. Work experience with Swisscontact will be an added advantage

**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:

**Eligibility Criteria**

The firm must prove that they have a solid technical background and operational strength to undertake and take this work forward without any hindrances. Firms must also have adequate technical ability, resources, human resources, and processes. As such, the following are defined as minimum eligibility criteria:

i) Must have Valid and up-to-date VAT, TIN, Trade license.

ii) 05 years of general experience in production of documentaries in Bangladesh.

iii) Should have at least 5 years’ experience in working with INGOs and development partners.

iv) Vendor will have to submit a signed CV of each expert working with the company mentioning their positions. In the case of consultants, their contract modality with the duration of engagement needs to be mentioned in their CV

**Scoring criteria**

The following criteria are applicable for evaluation of the potential vendor:

|  |  |  |
| --- | --- | --- |
| **SL** | **Particular** | **Marks** |
| **1** | **Budget** | **20** |
| **2** | **Portfolio** (Previous work sample, work experience with INGO, company profile, company personnel portfolio) | **80** |

**Submission Details**

Interested bidders are encouraged to submit the technical and financial proposals and other necessary documents as hardcopies (financial and technical proposals in two separate envelopes) and soft copies (only of technical proposal) by **31 May 2022 at 5 PM** to the address mentioned below:

**Samaun Bhuiyan**

Senior Officer - Procurement

Swisscontact, House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh

E-mail to [bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org)

The subject line of the envelop must be marked with the title: **“Documentary making for Uttoron Project”.**

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

***N.B.: Swisscontact reserves the right to reject or cancel any offer***