

## Terms of Reference for Short Term Consultancy

**for**

**Developing audio/visual materials on child marriage issues**

**Bangladesh Counter Trafficking-in-Persons (BC/TIP)**

## Background

The U.S. Agency for International Development (USAID)-funded and Winrock International-implemented Bangladesh Counter Trafficking-In-Persons (BC/TIP) program aims to reduce the prevalence of human trafficking and child marriage in Bangladesh. BC/TIP provides robust interventions in all four of USAID’s areas of emphasis: Prevention, Protection, Prosecution and Partnership, and Child Marriage has been added as an area of emphasis for the program since 2018. The program also focuses on integrating the above-mentioned four Ps in dealing with child marriage issues. It works collaboratively to reduce the prevalence of human trafficking and child marriage in Bangladesh by:

* Strengthen the capacity of communities to identify those at risk and trafficking victims and take action;
* Improve access to assistance for trafficking and child marriage victims;
* Increase the responsiveness of criminal justice actors to trafficking and child marriage victims;
* Facilitate effective and coordinated partnerships among stakeholders to combat trafficking
* Increase responsiveness of duty bearers and justice actors on child marriage issues

Child marriage is common in Bangladesh, which is a manifestation of the violation of fundamental human rights of the children that enshrined in UN Convention on the Rights of the Children (CRC) and fundamental rights of Bangladesh Constitution. In Bangladesh, prevailing in inequalities, gender discrimination, social setting norms, insecurity of girl child, cultural and religious beliefs and lack of social security are the drivers that perpetuate child marriage in our society. It is also another form of gender-based violence (GBV). Gender-based violence is endemic in Bangladesh, in numerous forms, but especially in the form of domestic violence, sexual abuse, and rape. Moreover, women’s low status in the society has its roots in their status within the family. In many cases, a girl child is seen as a burden for the family. While situation is bad everywhere, girls in rural areas are more vulnerable than the ones that live in urban areas.

In Bangladesh, 59% of girls of Bangladesh are married before the age of 18, one of the highest rates in the world according to UNFPA (2019). Equally alarming, 15% of girls in Bangladesh under the age of 15 are likely to be married, the highest figure for child marriage worldwide, with 2% of girls in the country married before the age of 11.[[1]](#footnote-1) Increased focus by advocacy groups and international organizations on weaknesses in the policy framework for addressing child marriage has given much needed attention to this widespread problem. The focus has also highlighted similar underlying causes and overlap with population and ethnic groups at-risk for trafficking and forced labor.

Ending child marriage requires an effort across all sectors and at all levels, as well as a wide understanding of the consequences, such as lost opportunity for education, increase in domestic violence, sexual abuse, early pregnancy and childbirth related deaths.

## Objective

The overall objective of this assignment is to produce an audio/visual material focusing on preventing child marriage and **identifying the nexus between child marriage and human trafficking**. This audio/visual material may also be used in various communications platforms in future.

To this end, Winrock International is seeking an individual, a consultancy firm, or a media firm to develop audio/visual material on child marriage issues.

## The product

The length of the audio/video material will be 12-15 minutes with high quality output and resolution. The documentary/materials will have English subtitle (English should be of international standard). The consultant/firm will work closely with the designated officials of Winrock International to develop a script and other necessary support.

## Duration

The duration of the assignment will be three months. The expected date for commencement of the assignment is November 1, 2019 and the anticipated end date is January 31, 2020.

## Key Activities

The individual/company/organization will be required to carry out at a minimum the following activities as part of this assignment:

* Review all relevant documents of the project including project proposal, interim reports, monitoring data, workshop reports, and minutes as appropriate, country context documents, and other relevant documents;
* Visit select partners of BC/TIP (at least five partners to be visited);
* Interview/ Focus group discussions with victims of child marriage and their families;
* Develop script and share with the BC/TIP team, incorporating comments and finalize the script based on comments and feedbacks;
* Video shooting and editing;
* Develop and share the draft audio/visual material with the BC/TIP team;
* Prepare final AV material, with narration, translation and subtitle in English

## Deliverables

* Detailed workplan with date on how and when the consultant/firm will carry out all assigned tasks;
* Draft script submitted to Winrock International;
* Final script developed incorporating feedbacks from WI;
* Final draft AV material (Three copies);
* Final materials (competent to be used in web and mobile version)

## Qualification and experience

## The consultant individual(s), or organization should have extensive experience in producing audio/visual materials, documentary/video films relating to child marriage, counter trafficking, gender-based violence and child rights;

## Experience in working with international organizations and /or donors as well as with development organizations/NGOs;

## Minimum five years of experience in the field of producing AV materials, video documentary and films;

## Experience in consolidating and analyzing literature, quantitative and qualitative data, writing reports and in making recommendations;

## Excellent planning, organizing and communication skills

## Application information

Interested individuals and firms must send an electronic technical and cost proposal in separate files, with a technical proposal describing the consultant/firm’s relevant experience and capacity to undertake the study. The deadline for application is October 20, 2019.

For questions and to submit your application or proposal, please write to: [bctip@winrock.org](mailto:bctip@winrock.org)

***The subject in the email must clearly state: “Develop audio/visual material on child marriage issues***

# Proposal requirements

* All documents related to this assignment should be in English;
* Proposals must be submitted electronically, with all pieces of the proposal labeled clearly;
* The maximum length for the proposal should not exceed 10 pages. Suggested breakdown is as follows:
  + **Cover page** = 1 page;
  + **Individual/Organizational profile, institutional capacity: 1 page.** The applicant must present in narrative format a description of: (a) company/individual profile (supplemental material could be placed in the annex), (b) the organizational/individual capacity to conduct the scope of work (examples of similar studies may be placed in annex), (c) CVs of all proposed experts/team members (placed in annex) (d) the organization’s/individual’s knowledge of human trafficking in the Bangladeshi context, (e) previous experience conducting similar work, and (f) letters of support or reference (placed in the annex).
  + **Technical proposal = 6 pages**. The applicant should describe in the technical proposal their approach and methodology for the study including sources of primary and secondary data and literature. Furthermore, issues of consent/assent and plan for protection of human subjects must be highlighted within the proposal. A workplan in the form of a Gantt (timeline) chart should outline key tasks and deliverables.
  + **Cost/budget narrative = 2 pages.** The applicant must present a detailed financial proposal that covers the following items and includes a narrative on the assumptions behind the estimates:
    - Salaries. Includes personnel for technical assistance, data collection, data analysis,

e.g. staff, interviewers, supervisors, drivers, etc.

* + - Per diem and Travel. Includes daily costs for lodging and meals and incidental expenses during field work; mode of transportation; vehicle rental; gas;
    - Communications. Includes telephone, email, computer, mobile phone, etc.
    - Other relevant costs.

Winrock International will evaluate the proposals received on their technical merit and estimated costs. Each proposal will be evaluated using the following criteria: Institutional Capacity/Institutional Experience (20%), Proposed Team (20%) Technical Proposal (30%), and Cost estimate (30%) – assessment of cost estimate against implementation plan.

## Payment Terms

## 10% on signature of contract

10% upon WI’s and USAID’s approval of the workplan

30% on completion of the primary data collection exercise

20% upon WI’s approval of the submitted draft AV materials

30% upon WI’s and USAID’s approval of the submitted final report and bibliography/literature review materials

1. Bangladesh: Girls Damaged by Child Marriage', Human Rights Watch, June 9, 2015, accessed 04/05/2016:  <https://www.hrw.org/news/2015/06/09/bangladesh-girls-damaged-child-marriage.> [↑](#footnote-ref-1)