# ****Terms of Reference****

## **Impact Video Documentation of the PARIBARTAN Project**

“Increase the resilience and security against hazards, food insecurity, and gender-based violence of Kalapara targeted communities.”

### ****1. Background****

Bangladesh, the world's largest delta, is frequently cited as one of the most vulnerable nations due to the impacts of climate variability and change. According to the global climate risk index, Bangladesh is ranked among the top 10 countries at risk of climate disasters globally. The Kalapara coastal areas of Bangladesh are recognized as the most vulnerable zone, which faces frequent climate change induced hazards and disasters. Despite being the lowest contributor to global total GHG emissions, the coastal communities are the worst impacted by their exposure to vulnerabilities. World Concern believes this is utter injustice that triggers inequalities and multiple environmental, social, and economic vulnerabilities, especially for the poor and marginal communities. World Concern Bangladesh strives to fight this injustice and inequity to uphold Climate Justice for the people and the landscape.

The **PARIBARTAN Project**, implemented by World Concern Bangladesh (WCB), has been operational since June 2022 in Kalapara sub-district of Patuakhali, a climate-vulnerable coastal region in Bangladesh. The project strengthens the resilience of communities against hazards—including climate change impacts—by addressing food insecurity and gender-based violence (GBV), and promoting disaster preparedness and adaptive livelihoods.

The project focuses on four of the most vulnerable unions in Kalapara. These areas are plagued by extreme weather events, saline intrusion, and cyclical floods that threaten livelihoods and exacerbate food insecurity. The project supports these communities through alternative income generation activities (IGAs) and sustainable coping strategies.

**World Concern Bangladesh** is seeking a consultancy firm or an individual consultant for a consultancy assignment. We invite proposals from interested firms and individuals to undertake this assignment.

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| **Consultancy Title** | **:** | Video Documentary Development on PARIBARTAN Project regarding Climate Change, Gender (Transforming masculinities), Livelihood and Community Stewardship |
| **Timeframe** | **:** | 30 May 2025 – 20 June 2025 |

### ****2. Objectives of the Video Documentation****

The primary objective of this work is to produce a high-quality short video documentary that effectively captures the essence of the PARIBARTAN project’s impact on ecosystem management, climate change adaptation, and community stewardship. Specifically, the assignment aims to:

* ***Document Project Initiatives, following the challenges in the communities***Showcase the PARIBARTAN Project’s efforts in restoring coastal ecosystems, promoting sustainable and natural resource and ecosystem management practices, and advocating for climate adaptation, depicting the challenges communities face.
* ***Highlight Community Voices***Feature firsthand experiences, challenges, and success stories of coastal communities, particularly women, youth, and marginalized groups, in their journey toward climate resilience and economic empowerment.
* ***Illustrate the Role of Ecosystem Restoration and IGA***Demonstrate how ecosystem restoration and environmentally sustainable enterprises are contributing to community livelihoods while mitigating climate change impacts.
* ***Capture Challenges and Lessons Learned***Present key insights, including barriers faced by communities and innovative solutions that have emerged from the PARIBARTAN interventions.
* ***Showcase a Vision for the Future***Provide a forward-looking perspective on how coastal communities can continue to build resilience and claim their fair share of sustainable economic opportunities.

### ****3. Programme Overview****

#### ****3.1 Program Goal****

To increase the resilience and security of Kalapara’s targeted communities against hazards, food insecurity, and GBV by June 2025.

#### ****3.2 Program Purpose****

* Strengthen community leadership in climate change adaptation and disaster risk reduction.
* Promote resilient alternative livelihoods.
* Empower women within families and communities.

#### ****3.3 Key Outcomes****

* Communities equipped for disaster risk reduction and climate adaptation.
* Women and vulnerable groups feel safer from GBV.
* Diversification of climate-resilient livelihoods.

#### ****3.4 Program Strategies****

Strategies include: capacity building, group formation, research, advocacy, coordination, leadership and spiritual development, local resource mobilization, gender equality, corruption-free approaches, learning sharing, and inclusive practices.

### ****4. Scope of Work****

The consultant team will be responsible for the following tasks/deliverables:

* Review of necessary project-related documents e.g., project descriptions, reports, case studies, video documentaries, to understand the development interventions of the PARIBARTAN project.
* Develop and finalize methods, including a work plan, methodology, and approach.
* Travel to the project locations for the situation and context analysis.
* Develop script, storyboard, and get approval from World Concern.
* Develop and submit a field plan, outlining the logistics, scheduling, and key interview subjects for filming.
* Collect the required high-quality footage and interviews from the project site and locations with the required consent of the respondent. If needed, the filming duration may be extended with World Concern's approval.
* Organise and edit videos, including all pre- and post-production works.
* Ensure donor's verbal branding, footage, voiceover, sound and music that will be used/ recycled in the video documentary must comply with copyright laws and World Concern and Tearfund guidelines. The consultant must prioritise locally composed music, voiceover and sound that fits better for the story and enhances the emotional impact on the audience.
* The team will share the final edited version with World Concern for review and incorporate feedback until a satisfactory output is ensured.
* Share digital/soft copy of scripts and video files, along with digital copies of scripts, all raw footage, and a completion report.

### **5. Deliverables & Timeline:**

**1. Inception Report**  
A detailed inception report will be submitted after contract signing. It will outline the methodology, storyline, key themes, and a production workplan with a clear timeline. Most importantly, it will include a script and storyboard, ensuring alignment with World Concern objectives before filming begins.

**2. Main Documentary Video (15–20 minutes)**   
One professionally produced video (15-20 minutes) with English subtitles will capture the core work of the PARIBARTAN project, focusing on ecosystem management, climate change, and community stewardship and empowerment. The video will include community voices, field visuals, and impactful storytelling.

**3. Short Thematic Videos (5–6 minutes each)**  
At least four short video clips (5–6 minutes each), with English subtitles, will highlight specific project outputs and themes, such as **local climate change action and adaptation**, **GBV-Transforming Masculinities,** and **Livelihood opportunities & community ownership** It might come from enhanced/bi-product videos from the main 8-10-minute video. (consulate 01 full video and 01 short video)

**4. Provide all visuals on a hard drive.**

### ****5. Key Activities****

* Review documents, media, and project data.
* Conduct interviews with project participants and stakeholders.
* Script and storyboard development with WCB.
* Document success stories and transformations using timeline analysis.
* Capture live demonstrations and group interviews.
* Finalize video with narration, music, and subtitles.
* Deliver all raw footage and project files.
* Use a professional camera (do not use a mobile phone for video).

### ****6. Deliverables****

* Work plan and inception report
* Approved script and storyboard
* One final video with 25-30-minute and 3-5 minute tailor documentaries (HD/4K, English subtitles)
* Raw footage and editable files on a hard drive
* Documentation report summarizing process and learnings

### ****7. Consultant/Agency Qualifications****

* Have at least 5 years of practical experience in making development issue-related videos like gender, climate change, environmental, and Livelihood issues.
* Experience and knowledge on climate change, environment, resilience, food & nutrition systems, and diversified development issues will add value.
* Have valid organizational registration/trade license/ as well as TIN/Vat registration certificates (for institutional applicants).
* The consultant/firm should be able to demonstrate enough human resource and supports required for delivering the assignment on time with due quality.
* Proven capacity in scripting, filming, editing, and subtitling in Bangla and English.
* Strong portfolio in development communication with NGOs/INGOs.
* Technical expertise and necessary equipment.

### ****8. Evaluation Criteria****

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| |  |  |  | | --- | --- | --- | | **Evaluation Criteria** | **Weight %** | | | **Technical Proposal** | | **80%** | | Understanding of the Assignment | 15 | | Methodology | 35 | | Work Experience | 20 | | Team Composition and Key Equipment to be Used | 10 | | **Financial Proposal** | | **20%** | | **Total** | | **100%** | |  |

*[Only quotations with combined scores of at least 75 points for the technical award criteria (approach paper and CV) qualify for the financial evaluation.]*

### ****9. Payment Schedule****

* **20%** on submission of work plan
* **30%** on approval of final script and storyboard
* **50%** on submission and acceptance of final deliverables

### ****10. Application and**** proposal submission guidelines ****submission guidelines****

The technical proposal should consist of the following sections and the given page limit, along with sample writing of up to 2 pages and a copy of similar work.

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| **Topic** | **Page Limit (max.)** |
| **Technical Proposal** | |
| Cover Page | 01 Page |
| Table of Content | 01 Page |
| Understanding of the Assignment- (Not just copy and paste from the ToR) | 02-3 Pages |
| Methodology, focusing on how you will do the work showing your technical works alignment. | 3-5 Pages |
| Work schedule (Gantt chart) | 01 Page |
| Work portfolio | 3-5 Pages |
| Team composition along with its rationale (CV in annexes) | 02-3 Pages |
| Any other relevant information like the equipment that you want use (if required only) | 01 Page |
| **Financial Proposal** | |
| * Detailed budget * Consultancy days and fees (days should be mentioned for key member(s) of the team) * Travel and accommodation costs * Any other expenditure (please mention the nature of expenditure) * Total base amount (inclusive of Tax) * 15% VAT on the total base amount * Grand total amount (Base amount + VAT) | |

Along with the technical and financial proposals, the following documents need to be submitted separately:

* **For Individual Consultant:**
  + Proof of last two payments/ rates ***(Please submit in a separate folder and rename the folder as ‘Proof of Payment’)***.
  + Copies of NID, TIN, BIN, VAT Registration, Trade License, Work Permit, as applicable.
* **For Consultancy Firm:**
  + Proof of last two payments/ rates ***(Please submit in a separate folder and rename the folder as ‘Proof of Payment’)***.
  + Copies of the firm’s certificate, TIN, BIN, VAT registration, and trade license, and any other relevant documents.

The proposals must be sent in English, and the submissions must reach World Concern via email at [wcbinfo@worldconcern.org](mailto:wcbinfo@worldconcern.org) with the subject line**“Video Documentary on PARIBARTAN Project”**.   **PROPOSAL SUBMISSION DEADLINE: 31 MAY 2025**

The financial proposal should clearly identify an itemized summary of costs with a detailed breakdown. The budget should not contain income tax as a separate head. However, VAT should be mentioned in the budget as per government regulation. World Concern Bangladesh will deduct VAT and TAX proportionately and share the document.

Interested evaluators/firms should submit a Profile & updated CV**, previous relevant evaluation report (sample copy), and at least three recent references**, a **Technical &** **Financial Proposal,** andanupdated VAT & TIN certificate along with the application.

### ****11. Confidentiality and copyrights****

All documents shared with the consultant and his team are confidential and should not be used or shared without the prior permission of WC. The documents will be owned by the organization and disseminated to or shared with authorities as the member organizations feel necessary. After the final submission of the video documentation, the firm should submit all field-level hard copy data, soft copy, and all provided documents during the field demonstration. Therefore, all materials created by the consultant/firm under the ToR will become the intellectual and physical property of World Concern.

### ****12. Penalty Clause****

The video documentation firm is expected to provide services within the agreed timeframe as well as submit the final report maintaining the accepted quality. If, for any reason, the firm fails to deliver services within the stipulated time, the firm needs to inform World Concern Bangladesh well ahead of time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day of delay. World Concern (Bangladesh) will deduct 5% of the total agreement amount in case of failure to maintain reporting quality.

### ****13. Disclaimer:****

**World Concern Bangladesh reserves the right to accept or reject any proposal without assigning any reason. Only selected candidates will be contacted for the next steps.**

Interested consultancy firms are requested to send their application to World Concern Bangladesh electronically to the following email address: [wcbinfo@worldconcern.org](mailto:wcbinfo@worldconcern.org)on or before **31 May 2025**. Please mention **“Video Documentary on PARIBARTAN Project”** in the subject line of the email with the supporting documents. The Proposal should be in PDF format. A proposal submitted to any other email account except this account and a hard copy will be not accepted.

The video documentation firm is expected to provide services within the agreed timeframe as well as submit the final report, maintaining the accepted quality. If, for any reason, the firm fails to deliver services within the stipulated time, the firm needs to inform World Concern Bangladesh well ahead of time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day of delay. World Concern (Bangladesh) will deduct 5% of the total agreement amount in case of failure to maintain reporting quality.

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks