

**Terms of Reference for production of a
Video documentary and Photography
on**

Urban Slum Fire Readiness Project

Project Durations: (June 2017 to June 2019)

World Vision Bangladesh

Published May 2019

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Acknowledgements

It's my pleasure to give my heartfelt thanks and gratitude to the groups of people who are involved in contributing their valuable inputs, skills and supports in preparing this Terms of Reference (TOR) for video documentary of "Urban Slum Fire Readiness project"

It is the moment to give thanks and gratitude to the Government Officials-

Dhaka North City Corporation

Bangladesh Fire service Civil Defence

Project Director – Urban Resilience Bangladesh Part

District Commissioner Office

This Terms of Reference (TOR) has been developed with the full support of several personnel of Central Eastern Regional Office, NO, WVB. It will guide the video documentary team to run the Project Closing Documentary effectively.

Thanks to project staffs those who have provided their assistance and advise in preparation of this TOR. Grateful to Communications specialist-National office and Regional communications coordinator of World Vision Bangladesh for giving suggestions and require cooperation to prepare the TOR.

Finally, I acknowledge the dynamic leadership of Regional Field Director, Central Eastern Region, WVB, for her continued guidance to accomplish the project activities in time with quality.

Fatema Meherunnessa Tani
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Affirmation

This documentary ToR has been developed by project team based on the information of different stakeholders the project and technical support from the Communications specialist-National office and Regional communications coordinator, World Vision Bangladesh. In the ToR relevant data & information that are used here are reliable and authentic. It will guide the consulting firm and WVB staff to make the documentary smoothly and effectively.

Project team declares that all relevant data and information in the ToR are reliable and authentic.

Information and data should be used only with the consent from the project authority.

Fatema Meherunnessa Tani
Project Manager
Urban Slum Fire Readiness project
Central Eastern Region,
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Summary:

World Vision Bangladesh is seeking highly qualified company or consultant with significant knowledge and experience in realizing a video production and photography on Urban Slum Fire Readiness Project, Dhaka.

Objective of the assignment:

The impact of this project will be shared to all the partners, Government of Bangladesh, Community members, WVA, donors, Google, Lumkani, other projects/organizations which would like to learn about the project for their feedback for future projects. This assignment is a tool to present project's impact to respective stakeholders after its completion. This ToR will provide a guideline to conduct a Video documentary and some photographs to see the overall impact of project and to what extent the project contributed to achieve that Slum fire early warning system strengthened and Improved capacity of Community Fire Response Teams to prevent and contain the spread of slum fires that as well as well-being of the children, families and communities through its entire project life cycle.

To better document our work, strengthen our partnership at local, national and across World Vision's regional and global office level and improve advocacy efforts, USFRP project would like to produce a video documentary and photos by highlighting program key achievements and significant success stories of beneficiaries of the interventions across the entire spectrum of our programming.

Location: The videos and photos will capture the best practices from World Vision Bangladesh's USFRP project activities in the field at different locations. These will include 2 wards 11 and 19, Working area Korail & Kallyanpur, Tejagaon fire station, Baridhara Fire station, Bangladesh Fire service Head office, Dhaka North City Corporation (This will require Coordination with Project team and communications department).

Duration of Assignment: Vendor will get maximum 25 days to complete the project starting from 28 May to 20 June 2019.

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Background of Project and its Journey:

Dhaka is the most densely populated city of the world with 1,730 people living in per square kilometer (Dhaka Times, July 4, 2017). In Dhaka, Bangladesh, over 4,500 houses have been destroyed and 22 people are killed due to accidental/incidental slum fires since 2010. As many as 2,379,444 people live in 13,935 slums in Bangladesh with the high risk of fire vulnerability (Information Source: Slum Census, 2014). According to Bangladesh Fire Service and Civil Defence (BFSCD), eight devastating fire incidents took place in slum areas of Dhaka City from January to October in 2017, causing damage worth of \$4267 economic losses. In many cases, slum fires are not reported and therefore these figures can be considered conservative. Unplanned city growth and poor infrastructure make it challenging for relevant authorities to respond and manage urban slum fires. Fires particularly in slums are common because of the typically flammable building materials in slums, (timber, bamboo, etc) fires ignite and spread easily, especially during the dry season (March-May). It is also noted that because of the high population density, firefighting and evacuation are very difficult and it is common for slum dwellers to lose household assets and belongings, an adversity that the poor are ill-prepared to deal with. Conventional smoke detectors are not suitable in slum environments due to the smoke generated by cooking, businesses and burning litter. Therefore, up until now slum fire risk reduction activities have focused on behaviour change, emergency planning, and risk minimization in Bangladesh. Till date there have been no suitable early warning systems that enable a rapid communitywide response. Overcoming this limitation, Urban Slum Fire Readiness Project uses an innovative system (particularly designed for the slum) of radio networked heat-sensing fire detectors (named Lumkani) to provide accurate and timely warning of slum fires enabling an informed and rapid response from community fire response teams. With this consequence project has initially installed 3,100 version-3 Lumkani detectors in Kallyanpur and Korail. However, after installation of Lumkani version-3 the project faced a significant challenge. Specifically, the Lumkani version-3 fire detector was subject to untimely/ spurious triggering, suspected to be caused by a combination of humidity levels and a manufacturing weakness. Considering the limited timeframe remaining on the project to remedy this situation 940 latest version-4 Lumkani devices were re-installed in Korail Slum, in an effort to improve the outcome in terms of early warning system. In total 3,046 Lumkani fire detectors were installed to protect about 2,500 household members in the targeted slums of Dhaka city. Community fire response team members have also been trained by Bangladesh Fire Service and Civil Defence (BFSCD) on Search, Rescue, Fire Fighting and First Aid and were also equipped with basic fire containment equipment so they are now capable to respond immediately after any fire incident.

Project Goal: Reduction in damage of housing due to fire incidence for 30,000 people living in targeted slums in Dhaka, Bangladesh.

Outcome 1: Slum fire early warning system strengthened

Outcome 2: Improved capacity of Community Fire Response Teams to prevent and contain the spread of slum fires

Outcome 3: Target communities have increased awareness on fire risk reduction

Outcome 4: Slum fire micro-insurance business model field validated and contextualized for Bangladesh

Outcome 5: Learning's from the project are documented and shared with stakeholders.

Project profile:

Country	Bangladesh
Project Title	Urban Slum Fire Readiness Project
Main Sector	Urban DRR
Other Sector	Awareness on child right, awareness session Slum fire preparedness, community advocacy towards government to enforce laws & policy, training for CFRT , SDC, WDMC, Fire Service representatives and Govt. Stakeholders .
Target Beneficiaries	Total HH: 2500 Total direct beneficiaries: 13987 Total Male: 3863 Total Female: 3687 Total child: 3480 Total Youth Boys:1670 Total Youth Girls:927 Total Aged:320 Total PWD:40 Total target beneficiaries (Direct + Indirect) = 30000
Stakeholders	Community People, Community fire Response Team, Slum Development Committee members, Ward Disaster management committee, Dhaka North City coporation, Bangladesh fire service civil defence , Local fire station (Tejagaon, Baridhara, Mirpur),Councilors of 2 ward (11& 19), GO and INGO, Department of Disaster Ministry
Geographic Area	This project will be implemented in 2 working area Korail & Kallyanpur which is under Ward11&19, Dhaka North City Corporation,(30 min from Banani by

	rickshaw for korail and 45 minutes by car Banani to Kallyanpur. It will take 1 hr by car to go Bangladesh fire service Civil Defence by car from Banani which is located at fulbaria, Dhaka.
Project Area inhabitanace	Total population: 3 Lac at Korail and 4200 at Kallyanpur
Target Population	Direct beneficiaries: Indirect beneficiaries: About 3 lacs

Justification

To share the learning's of the project with stakeholders and for WVB to be able to continuously use at the project site after this project end, a short video of learning's from the project with voices of beneficiaries and good practices shall be made. This video will be useful tool to share learning's because this can be used to present the impact to stakeholders of such as communities, and Government of Bangladesh and donors even after the project ends. Moreover, Google in Bangladesh, having not been able to visit this project site, will be made possible to see the impact and the outcome of the project. The video shall be presented the lesson learnt workshop shall be held by WV in Dhaka.

Contents to be considered

The final output must reflect project impacts/results along with engagement of community people, coordination with local government and other respective stakeholders. The following should be considered;

- Activities of projects
- Voices of beneficiaries to show the impact
- Good practices of CFRT SDC and WDMC involvement of local government DNCC and BFSCD
- Message/voices from staff: World vision staff and partners

Scope of work and technical requirements

A. Review Project Document: Contractor will study the project documents to understand the interventions and impacts of the project.

B. Location visit: After study the document, contractor will visit the project locations for better understanding the situation and the context. At the same time they will meet with the project team to

have more information about project and its impacts. Also they will visit the proposed shooting locations.

C. Story board development: Contractor will develop a story board based on the successes and impacts of the project. Then they will submit the story board to the World Vision Bangladesh Communications team and Project team for approval.

D. Filming and Photo-shoot: Contractor will film at field as per the agreed plan in consultation with WVB. If needed project team will help them for filming. WVB will ensure the presence of project beneficiaries for filming and National Office Communications team will ensure necessary support to vendor.

E. Approval of Story board: Contractor will review, captured, footage & stories in accordance with approved script and share a report to communications expert for review and final approval.

F. Background Music for Video: Any music that will be used/ recycled in video documentary must be aligned with copyright laws. Contractor is advised to use locally composed new music that fits better for story and creates emotion of the audiences.

G. Post Production (Video Editing): Contractor will edit the video clip according to approved script and share to WVB for review and feedback. Vendor must incorporate the feedback given by WVB. The feedback and incorporation may go on until the satisfactory output ensures. WVB Communication reviews the quality of video clip in accordance with specification. Vendor will provide all raw footage of the project to WVB in a portable hard disk (hard disk will be provided by WVB).

Technical guidelines:

- **Number of Video Documentary:** One video Documentary in two version-English and Bangla
- **Duration:** 5-7 minutes
- **Location for shooting:**
Korail, Kallyanpur, Dhaka North City Corporation Ghulshan, Tejagon Fire Station, Baridhara Fire station, Mirpur Fire station, BSCD head office.
- **Footage Quality :** At least 5D Mark II quality
- **Sound :** Vendor must use separate sound recorder to ensure sound quality. But not the built-in-one sound of camera
- **Subtitle:** Bangla Subtitle (if any interview is conducted in English) must be provided in Bangla version documentary. English Subtitle (if any interview is conducted in Bangla) must be provided in English version documentary.

- **Number of photos** : 50 best photos with caption in different activities/interventions in consultation with project team

Work Process

1. Responsibilities of Contractor

The Consultant should work closely with concern officials assigned by World Vision Bangladesh for accomplishment of following tasks:

- The contractor must take approval of the subtitles (both-Bangla & English)
- The contractor must take the approval of the back ground voice
- The contractor must provide rough cut copy for feedback.
- Designs of the DVD cover must be done by the vendor(s).
- The contractor must provide color dummy copy of the DVD cover to take final approval.
- The contractor must agree to collect footage/ photos until the quality ensures.
- The contractor must edit content until the satisfactory output comes.
- The contractor will deliver the products to **Central Eastern Regional Office, House No-49, Road No-23, Block-B, Banani, Dhaka-1213, Bangladesh.**

2. Responsibilities of World Vision Bangladesh

World Vision Bangladesh will assure monitoring of documentary shooting and scrutinize the quality aspects of the videos. In addition, WVB team will help consultant to coordinate the field activities through its field staffs and beneficiaries. However, following will be specific responsibilities:

- Identify thematic cases for documentation.
- Organize a coordination meeting with project team.
- Coordinate with project staffs to capture the footage.
- WV Bangladesh will monitor the pre & during shooting works all through (scripting, shooting, content of the footage, quality of footage, sound quality etc.)
- WV Bangladesh will monitor the editing works all through.
- Provide feedback when and where necessary.
- Payment to the consultant as per agreement.
- Give inputs to draft and finalize documentary and photos.
- WVB holds the authority to take any decision in the work process.

Expected deliverables

- 30 pcs DVD of documentary (15 Bangla version & 15 English version)
- 50 best photographs with caption in a separate DVD
- All Raw footage must be provided in a Portable Drive
- DVD Cover (Paper)

Specifications of Cover:

Paper	: 300 gsm art card
Print	: 4 color
Lamination	: Matte & Spot
Cutting	: Dye Cutting
Size	: Regular Cover Size

Qualifications of Contractor

Contractor must have at least 3-5 years' experience of developing audio-visual content. Working with World Vision for developing such content will be preferred.

Standard procedures in the delivery of the products

Copyright of film and all raw materials belongs to World Vision. All materials in support of the implementation of the task will be provided by World Vision office upon assignment of the concrete tasks.

In case of late delivery of services and unsatisfactory performance on behalf of the Contractor, World Vision may refuse to accept delivery of all or part of the services and claim liquidated damages as per World Vision's special terms and conditions.

Reservations and Confidentiality

World Vision Bangladesh reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines.

The contractor undertakes to maintain confidentiality of all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Contractor shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.