

# **Terms of Reference for production of a Video Documentary on**

**Strengthening Volunteer Poll at District level for faster humanitarian  
response project.**

**JAGO NARI**

**Project Durations: (1<sup>st</sup> November 2024 to 31 March 2025)**

**Funded by: Oxfam GB**

**JAGO NARI, Ashahi Mansion, College road, Barguna.**

## 01. Documentary Summary:

JAGO NARI is seeking highly qualified company as a vendor with significant knowledge and experience in realizing a documentary on Establishing Volunteer Pool at District level for faster humanitarian response project in Barguna district.

|                     |   |
|---------------------|---|
| <b>Purpose</b>      | Documentary for Establishing Volunteer Pool at District level for faster humanitarian response project in Barguna district over 01 November, 2024– 31 March 2025.   |
| <b>Location</b>     | The videos will capture the best practices from JAGO NARI, Establishing Volunteer Pool at District level for faster humanitarian response project activities in the field at different locations in the project area. These will include 06 Upazila under Barguna District, Bangladesh.<br>Selected vendor will be requiring Coordination with Md. Nurul Alom & Mukta Rani Sikder, Field officer & Subir Kumar Kar, Project Manager, VP Project, JAGO NARI. |
| <b>Duration</b>     | Vendor will get maximum 03 Months to complete the documentation starting from 01 January 2024 to 31 March 2024.   |
| <b>Reporting to</b> | Project Manager, VP Project, JAGO NARI, College Road, Barguna.  |

### 2.1 Background

JAGO NARI is a nonpolitical, rights based and non-government Organization (NGO) committed to participate in and promote national development through upgrading the socio economic condition and promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society. Some likeminded, qualified, and experienced women of the society established JAGO NARI in the middle of 1998. At first JAGO NARI started its activities in a right based approach among poor and working women in Urban and rural area of Barguna Sadar Upa-zilla. Now a day the organization has expanded its activities to 8 districts with different programs, with some different ideas and concepts with greater zeal and enthusiasm through the assistance of GO, NGO, and local people. JAGO NARI believes that exact development can be ensured by establishing human rights and eradicating the poverty through providing different support to the distressed community. It also believes that men and women have same rights to survive. So, JAGO NARI is working with the community people to provide same right for men and women in the community for Community development.

JAGO NARI has strong coordination with Govt officials, Community service providers, Local government representatives, and political leaders. As part of regular coordination meetings Govt administration and local government representatives participate JN program, meeting and provide their previous learning, best practices, and their recommendation. A series of projects of JAGO NARI are currently being implemented with the support of various donor organization especially Oxfam. Establishing Volunteer Pool at District level for faster humanitarian response project recently started in Barguna district with Oxfam support. Obviously, the strong relationship in the community level and other stakeholder relations should enhance the program and run through the result in impact level.

## **2.2 Background of Project and its Journey:**

Bangladesh is extremely vulnerable to cyclone and storm surge because of its geographical positioning. Natural disaster like cyclone can never be averted. However, strong infrastructure and disaster preparedness effective intervention can minimize loss and damage to human lives and assets. It requires the contributions of many different areas—ranging from training for awareness development and logistics, to health care to institutional development. Preparing for disasters and effective response saves countless lives, speeds up people's recovery and saves money. This program supports to continually improve their local preparedness and response capacity—ultimately preventing and reducing the impacts of disasters on communities.

This locality especially Upazila of Barguna district is very much remote, lack of systematic development and community people are thus extremely vulnerable. So, we should enhance the volunteer activities mainly activation the Cyclone Shelter Management, awareness development and effective response to reduce disaster risks and to protect the life from cyclone. To give people disaster warning in advance and regular weather message, which has help develop capacity to reduce loss of life and property of the people from cyclone, floods, and thunderstorm. These event program of Establishing Volunteer Pool at District level for faster humanitarian response project also improve the early response and recovery support.

The project has passed through implementing the project activities such as Idea generation and sense making workshop and volunteer pool ToR development and validation workshop with district level stakeholder of Barguna. JN also aware community people on their capacity, community resources, during disaster through training and discussion meeting. JN worked with Oxfam to gather knowledge and identifying their existing practices to safe them during emergency period in the working area through establishing warehouse, enhance preparatory activities, updating organizational policy on focusing disaster response mechanism especially prepared organizational contingency plan. The project intervention is accomplishing to achieve the result through establishing volunteer pool, capacities the volunteer for effective response, capturing the important document and disseminate it to all for easy access.

**03. Project Goal:** Local and National actors' have adequate capacities to respond humanitarian crisis in Bangladesh.

**04. Project Outcome:** A vibrant local and national human resource pool is strengthen for faster and quality humanitarian response.

### **05 Project Objectives:**

1. Strengthen and formalize the existing volunteer network by reviewing and organizing the volunteer list based on their skills and expertise.
2. Build the capacity of volunteers through advanced training programs focused on rescue and survival during emergencies.
3. Equip selected volunteers with essential emergency materials to enhance their ability to respond effectively to crises.
4. Organize high-impact community events to showcase the capacity of the volunteer pool, including a Guinness World Record-breaking event.
5. Raise awareness about the project's achievements and its impact through video documentation.

## 06. Project profile:

|                             |  |
|-----------------------------|--|
| <b>Country</b>              | Bangladesh   |
| <b>Project Title</b>        | Strengthening Volunteer Pool at District level for faster humanitarian response  |
| <b>Main Sector</b>          | DRR & CCA  |
| <b>Other Sector</b>         | Child rights & women empowerment, Health & Nutrition, Water, Sanitation & Hygiene, Food security & Livelihood, and Education.                            |
| <b>Target Beneficiaries</b> | Youth Volunteer group and Youth Organization   |
| <b>Stakeholders</b>         | Local Government, NGOs, CSO, Network organization, Private sector, Volunteer organization, volunteer team of school & college, relevant govt. officials. |

## 07. Project activities:

| Serial | Activities  | Target |
|--------|---|--------|
| 01     | Project inception meeting at district level   | 1      |
| 02     | Stakeholder meeting at upazilla level   | 5      |
| 03     | Data collection and establish a data base of the volunteers from community level to institution level         | 1      |
| 04     | Volunteer capacity building 2 days basic training (15 Youth Organization for total 150 volunteer)             | 6      |
| 05     | Advance volunteer training for rescue, first aid and survival (100 volunteer) and 2 days real time simulation | 1      |
| 06     | Emergency Materials Support (Emergency Kit Bags) for 100 Selected Volunteers                                  | 100    |
| 07     | Day long Volunteers Symposium   | 1      |
| 08     | Creation of WhatsApp group for the volunteers' pool   | 1      |
| 09     | Video Documentary -Volunteer pool   | 1      |
| 10     | Volunteer database update   | 1      |
| 11     | Volunteer-to-Volunteer Mentorship Programs  | 1      |
| 12     | Advocacy workshop to Integration into Local Disaster Management Plans with GO and NGO                         | 2      |

## 08. Justification:

To share the learnings of the project with stakeholders to be able to continuously use at the project site after this project end, a short video of learnings from the project with voices of beneficiaries and good practices shall be made. This video will be useful tool to share learnings because this can be used to present the impact to stakeholders of such as communities, Implementing organization of JAGO NARI, Funding Organization Oxfam, and Government of Bangladesh even after the project ends. Moreover, Oxfam having not been available to visit this project site, will be made possible to see the impact and the outcome of the project. The video

shall be presented at the Volunteers Symposium & Advocacy workshop shall be held by JAGO NARI, Barguna and Dhaka.

#### **09. Overall objective of the documentary:**

The overall objective of the assignment is to develop a documentary which will be represented organization's core values, mission, vision, key strategies, and interventions which will be used in future as key document and highlight the JAGO NARI work in Barguna district. In line, the documentary captures our key results, activities, successes, and challenges as well as future direction. This document will be disseminated in different forums, to the visitors, donors, community programs and event organized by JAGO NARI and donor in country and abroad.

In line with this, JAGO NARI is seeking a documentary filmmaker to direct and produce high-quality, 5-minutes documentary showcasing Establishing Volunteer Pool at District level for faster humanitarian response project's work. The documentary is aimed at an external audience and should therefore serve as a summary of project activities to highlight the impact of project.

In this regard, hearing directly from the project beneficiaries and community people themselves through the medium of film will effectively illustrate the impact of project on individual lives of each beneficiary. Thus, the documentary should include footage of individual interviews, direct and/or individual support and outreach programs.

#### **10. Contents to consider:**

The video documentary must consider the contents reflecting project impacts/results. Here important to see the engagement of volunteer, community people, coordination with local government and other respective stakeholders. The following contents should be considered in documentary.

- Activities of projects including some efforts by project
- Voices of beneficiaries to show the impact to the awareness development and capacities of volunteer to response disaster.
- Good practices with learning from the project intervention, involvement of local government, community leaders & respective stakeholders.
- Message/voices from implementing team: Focal person, Program director, Project Manager, Field Officer.

#### **11. Scope of work and technical requirements:**

**A. Review Project Document:** Selected vendor will study the project documents to understand the development interventions of the project.

**B. Pre filming location visit for story collection:** After study the document, vendor 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:** Vendor will develop a story board based on the successes and impacts of the project. Then they will submit the story board to the JAGO NARI Communications team through Project team for approval.

**D. Filming/Shooting:** Vendor will film at field as per the agreed plan in consultation with JAGO NARI. If needed project team will help them for filming. JN will ensure the presence of project beneficiaries for filming and JN head office Communications team will ensure necessary support to vendor. Vendor will work throughout the project period for filming in project locations and ensure quality of footage.

**E. Approval of Story board:** Vendor 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:** Any music that will be used/ recycled in video documentary must be aligned with copyright laws. Vendor will use locally composed new music that fits better for story and creates emotion of the audiences.

**G. Post Production (Video Editing):**

**Phase-1:** Vendor will edit the video clip according to approved script and share to JAGO NARI & Oxfam for review and feedback. Vendor must incorporate the feedback given by JAGO NARI & Oxfam. The feedback and incorporation may go on until the satisfactory output ensures. Once the review process is over vendor must preserve the video project (raw timeline) for 2-3 months for further incorporation of data, information, and message.

**Phase-2:** Vendor will collect field level information from project relevant stakeholder and make graphical presentation with approved data on video as appropriate. JAGO NARI Communication team reviews the quality of video clip in accordance with specification. Vendor will provide all raw footage of the project to JAGO NARI in a portable hard disk.

**12. Technical guidelines:**

- Number of Video Documentary: One video Documentary with Bangla Voice and English Sub Title
- Duration: Maximum 5 Minutes.
- Location for shooting: 06 Upazila under Barguna District, Bangladesh.
- Footage Quality: At least 5 D 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.
- General conditions: procedures and logistics

The vendor will work outside JAGO NARI premises, apart from organized meetings JAGO NARI will identify people for interviews, identify families, communities and institutions and facilitate contact with them.

### **13. Work Process:**

#### **13.1 Responsibilities of Vendor**

The vendor should work closely with concern officials assigned by JAGO NARI for accomplishment of following tasks:

- Vendor will develop a script in consultation with JAGO NARI
- The vendor must take approval of the subtitles (both-Bangla & English).
- Take the approval of the background voice.
- Provide rough cut copy for feedback.
- Vendor will provide still photographs of each activity.
- Final copy of video will be given by pen drive.
- The vendor must agree to collect footage until the quality ensures.
- The vendor must edit content until the satisfactory output comes.
- Relevant organizational branding should ensure with proper guideline.
- Deliver the products to JAGO NARI, Head Office, Ashahi Mansion, College road, Barguna. Bangladesh.
- Vendor should submit final copy within the given time in a hard drive. Details will be mentioned in agreement
- Vendor will be liable for any damage of video material or accident of logistic and human.

#### **13.2 Responsibilities of JAGO NARI**

JAGO NARI will assure monitoring of documentary shooting and scrutinize the quality aspects of the videos. In addition, JAGO NARI team will help vendor to coordinate the field activities through its field staffs and volunteer. 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.
- JAGO NARI will monitor the pre & during shooting works all through (scripting, shooting, content of the footage, quality of footage, sound quality etc.)
- JAGO NARI 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.
- JAGO NARI holds the authority to take any decision in the work process.

### **14. Expected deliverables**

- Final product will be submitted by a separate hard drive.
- All Raw footage must be provided in a Portable quality full Hard Drive

### **15. Qualifications & experiences:**

Vendor must have at least 3-4 years' experience of developing audio-visual content. Working with JAGO NARI for developing such content will be preferred.

**16. Standard procedures in the delivery of the products:**

Copyright of film and all raw materials belongs to JAGO NARI. All necessary data , report, document related to the film of the implementation of the task will be provided by JAGO NARI office upon assignment of the concrete tasks. In case of late delivery of services and unsatisfactory performance on behalf of the selected vendor, JAGO NARI may refuse to accept delivery of all or part of the services and claim liquidated damages as per JAGO NARI special terms and conditions. The selected vendor should be follow the code of conduct, guideline & policies of JAGO NARI during the working period.

**17. Payment:**

JAGO NARI will disburse 40% of total payment once vendor done/during video capturing from field level of video documentary. The rest of the payment will be made after satisfactory completion.

**18. Monitoring and evaluation of the assignment:**

The vendor will work in close cooperation with the Communications department of JAGO NARI, head office management and project team.

**19. Safeguarding policy:**

Safeguarding Policy will be applicable in the implementation of the work. The selected vendor/consulting firm will abide by the Safeguarding policy of JAGO NARI.

**20. Reservations and Confidentiality:**

JAGO NARI reserves the right to reserve all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. The vendor undertakes to maintain confidentiality on 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 vendor shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.

***More clarification, may communicate to cell: +880 1716191755 during office time.***

**Expression of Interest Submission Address & Modality:**

The consultant submits the following documents along with the Technical & Financial Proposal (including VAT and TAX) separately:

- Maximum 2 Pages summary profile of Lead and Associate Consultant
- Team members (who will be involved in the assignment) summary profile along with one paragraph
- TIN certificate and any other relevant document (if necessary)

The consultants/consultancy agency will submit a proposal according to the Terms of Reference (ToR) to: [jnhr.recruitment@gmail.com](mailto:jnhr.recruitment@gmail.com) and keeping CC [duke\\_amin@yahoo.com](mailto:duke_amin@yahoo.com) by 20 December 2024 mentioning subject line as “Video Documentary of Establishing Volunteer Pool at District level for faster humanitarian response project”.



**Important Things Needed to Remember:**

- Consent is must for taking photographs and Videos
- Child labor is not allowed.
- Women and child friendly environment.
- Any anti-social activity is strongly prohibited.
- UNO and law enforcing authorities to be informed for the program.

**END**