

Request to EOI

Terms of Reference (ToR) for Hiring Consultancy Firm for Video Documentary on Natural Resource Management Project (Ref No. RFP/GUK/LED/FY24/Phase-2/024-b)

A Pre-bid meeting will be held on Zoom virtual meeting (Zoom conference meeting) on August 31, 2024, starting at 11.00 am and finishing time 12.00 PM. Where all interested bidders are invited to join on zoom link to attend and ask for any clarification during the meeting.

A Pre-bid meeting on Zoom:

Zoom Link: Join Zoom Meeting

Topic: Pre BID Meeting for Video Documentary of NRM Project

<https://us06web.zoom.us/j/85856875492?pwd=j6JZoXvvmH6UobZOe57q7aalFawGJQ.1>

Meeting ID: 858 5687 5492

Passcode: 274774

Background:

GUK aims to address the complex socio-economic and climatic challenges faced in the Cox's Bazar district, particularly in light of the Rohingya refugee crisis through generous funding from UNWFP. The region grapples with dire poverty, heightened food insecurity, and escalating undernutrition rates, further exacerbated by the economic crisis and the challenges of balancing the needs of both refugees and the local host communities.

The Climatic Vulnerability Index (CVI) highlights Cox's Bazar as the 8th most climatically susceptible district, with Teknaf and Ukhiya being particularly vulnerable. The region experiences various climatic disruptions, including cyclones and landslides, which adversely affect agriculture and natural resources, posing threats to livelihoods and food security.

Women, children, and persons with disabilities are identified as more vulnerable in terms of socio-economic conditions, food security, and nutrition. The Rohingya refugee influx has led to environmental degradation, impacting resources and



increasing the risk of disasters. The Resilience Capacity Score indicates below-average resilience capacities in both local and Rohingya communities, emphasizing the need for interventions to enhance preparedness and recovery.

Livelihood concerns, especially for Rohingya households, are highlighted, with limited income generation activities in the camps. Lack of market access and poor infrastructure further hinder economic growth and increase disaster risks among the community.

The consequences of the Rohingya refugee crisis extend to essential services, daily wages, and food security conditions for both the camps and the local host communities. Recent cuts to food rations and price hikes worsen the situation, affecting vulnerable groups like women-headed households and persons with disabilities.

With a rich history of engagement in humanitarian initiatives within the Rohingya refugee camps and local communities of Cox's Bazar, Christian Aid has established itself as a dedicated actor in addressing the pressing needs of the region. Since 2018, Christian Aid Bangladesh has actively participated in the implementation of the WFP-funded Disaster Risk Reduction program, focusing on both the Rohingya refugee camps and neighboring host communities. In alignment with its commitment to resilience-building endeavors, Christian Aid Bangladesh has secured the Natural Resources Management Project under WFP's Resilience programs for the current year in Cox's Bazar. Emphasizing a localized strategy, Christian Aid is forging a collaborative partnership with Gana Unnayan Kendra (GUK) for the successful execution of this project, showcasing a commitment to impactful, community-driven interventions.

The project is covering on 6 Rohingya refugee camps (**Camp-22, Camp-24, Camp-25, Camp-26, Camp-27, and Nayapara Registered Camp/NRC**) in Catchment D, **5 Unions of Teknaf Upazila (Teknaf Sadar, Baharchora, Sabrang, Nhila and Whykhong)** and **3 Forest Beats respectively in Cox's Bazar Sadar, Ramu and Ukhiya Upazila** targeting agricultural infrastructure development and reforestation activities in specific upazilas. The goal is to align with the WFP's five-year country strategic plan and contribute to the Cox's Bazar Resilience program. The project aims to address climate adaptive nature-based



agricultural infrastructure development, environmental safeguarding, and restoration of degraded forest lands to build resilience among local communities.

Locations

6 camps (Camp-22, Camp-24, Camp-25, Camp-26, Camp-27, Noyapara Registered Camp-NRC) and local and forest areas of 4 Upazilas- Ukhia, Teknaf, Ramu, Cox's Bazar Sadar in Cox's Bazar

Objectives

The video documentary aims to serve as a powerful advocacy tool for the external stakeholders, including the Refugee Relief and Repatriation Commissioner (RRRC), government agencies, international non-governmental organizations (INGOs), and the donor community. By disseminating compelling narratives, striking visuals, and in-depth insights into the socio-economic and environmental complexities, the documentary seeks to engage these stakeholders in a shared understanding of the current pressing issues. The goal is to foster collaboration, encourage informed decision-making, and prompt collective action towards addressing the identified challenges. By reaching key influencers and policymakers, the documentary aspires to catalyze a positive shift in policy discourse, resource allocation, and sustained support for initiatives that promote resilience, sustainability, and the well-being of both the Rohingya refugees and the local host communities in Cox's Bazar.

Target Population by project:

Activity		Total Direct Participants	Male	Female	Persons with disabilities
Natural Resources Management	Rohingya camps	7590	5313	2277	380
	Local community	3300	2310	990	165

Total		10,890	7623	3267	545
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Project Outcome, Output and Indicators:

Outcome	Outputs	Indicators
Outcome 1: Enhanced climate-friendly natural resource-based infrastructural & climate resilient food production for the refugee and local community.	Output 1.1: Drainage system in flood-prone areas improved by constructing climate resilient infrastructure. Output-1.2: Environment restored by undertaking nature-based, erosion control and afforestation schemes.	% of refugee HH reported improved livelihood assets (Target: 80%)
		# Number of Vulnerable Households compensated for participation in workfare activities.
		# Number of women and men receiving cash transfers in workfare activities.
		# Number of drainage constructed/ improved with guide wall
		# Number of Pedestrian Pathway Constructed/ improved
		# Number of slope Protection/stabilization with brick guide wall repaired
		# Number of Bamboo Stair Constructed/ repaired
		# Number of bamboo bridges constructed/ rehabilitated
		# Access stairs with railing (Jute bag)
		# Number of square meters of slope rehabilitated/ protected/stabilized
		# Number of tree saplings planted/ maintained
		# Number of participants received training on community-based natural resource management

Scope of Work: The Video Documentary Consultant will be responsible for:

Pre-production:

- ✓ Conducting an in-depth review of project documentation and engaging with project staff and stakeholders.
- ✓ Developing a detailed production plan, including timelines for video shoot, editing, primary sharing and final sharing mentioning locations, and interview schedules,
- ✓ Developing a script of the documentary and sharing it to Christian Aid/GUK for approval.

Production: Filming of the following activities mainly but not limited to:

1. NBS Infrastructure Development (Camps)

- ✓ Nature-based infrastructure includes bamboo stairs, bamboo slope protection, bamboo drainage, etc.
- ✓ 80% of the constructed infrastructure was NbS in the last phase.
- ✓ CAID-GUK will ensure proper coordination with RRRC and CiCs in the execution process.
- ✓ Constructed infrastructure will provide easy access and protect from floods/landslides.

2. Reforestation Activities (Host and Camp)

- ✓ Reforestation intervention includes planting native tree seedlings and care & maintenance round the year.
- ✓ Female participants will get priority in care and maintenance which leads to women's empowerment.
- ✓ Reforestation helps to alter the camp into greening, restore biodiversity, protect landslide-prone areas, and contribute to global carbon sequestration.

3. Drainage Cleaning (Camps)

- ✓ Drainage cleaning can mitigate flash floods, and water-borne diseases and manage solid waste.



- ✓ Solid waste is segregated and properly managed with the support of sectors.
- ✓ The lack of waste segregation point is a big challenge that can be mitigated with the support of sectors.
- ✓ Regular drainage cleaning can save lives from vector-based diseases and monsoon flooding as well as improve the drainage system.

Post-production

- ✓ Editing raw footage into a cohesive video documentary.
- ✓ Incorporating visuals, graphics, and music for impact.
- ✓ Adding harmonious commentary in relation to the documentary
- ✓ Developing and sharing draft versions and editing based on stakeholder feedback and eventually finalize the video product

Deliverables

- ✓ High-quality finalized video documentary with commentary showcasing project activities and impact maintaining Christian Aid and Gana Unnayan Kendra visibility guidelines.
- ✓ Raw footage and edited versions for specific activities.

Timeframe

The consultancy shall be for a duration of one month (September, 2024 to October, 2024) and second one (December, 2024) starting from the date of signing the contract. For avoidance of doubt, consultation meetings with Christian Aid Bangladesh/ GUK team prior to signing of the contract shall not be treated as working days.

Mode of Payment

35% of the agreed total amount will be paid in advance at the time of signing the purchase order/contract. other 35% of the amount will be paid after shooting (during Edit phase) and the rest 30% will be paid at the time of final submission with raw footage and prior acceptance. All payments will be made through account payee cheque. Deduction of VAT and Tax will be applicable as per government rules.

Required Qualifications and Experience of the Consultancy firm/individual

- ✓ Must have more than 5 years proven experience in documentary production. Experience in working with Christian Aid Bangladesh and/or Gana Unnayan Kendra (GUK) will be an added advantage.
- ✓ Must have degrees/training at least in filmmaking/cinematography/storytelling and/or other relevant subject/s.
- ✓ Extensive experience in producing development work related documentaries for organizations with the aim of reaching out to both local and international audiences.
- ✓ Excellent technical capacities (Full HD video) to ensure high quality production.
- ✓ Must be tax compliant/having Tax registration certificate indicating TIN.
- ✓ Accurate current addresses with telephones/Cell number(s) and email.
- ✓ Additional experience in development communication will be an added advantage.
- ✓ In addition, companies shall submit certified copies of the Certificate of incorporation as a company.

Selection Criteria

The selection committee will evaluate both the technical and financial proposal of the Consulting agencies/ consultant based on set out evaluation criteria as follows. A cumulative weighted scoring method will be applied to evaluate the proposal. The award of the contract will be made to the Consulting firm/ consultant whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

The following areas will serve as criteria for technical proposal (100 marks) assessment:

Evaluation process:

Evaluation Criteria	Description	Weightage (%)
Eligible documents	<p>Refers to Bidder's ability to demonstrate that they have valid local business registration or, Trade License (consultancy firm/companies), updated VAT/ BIN Certificate/document, e-TIN number/Certificate or, last Tax return certificate as mandatory required by local law.</p> <p>N.B. Bidder who will submit all mandatory documents, those are only qualify for next level of evaluation. Therefore, bidders must submit above mandatory documents and other mentioned documents with necessary signature along with proposals. If in any case supplier fails to provide any of the mentioned mandatory documents, supplier may considered as disqualify for further evaluation process.</p>	Pass/ Fail
Criteria 1: Team Composition	<p>To carry out the assignment, a gender balanced team is highly appreciated where the team members should have experience of developing video documentary in the humanitarian and development context. Maximum 05 years of working experience preferably, humanitarian contexts.</p> <p>Based on Highest educational qualification, relevant work experience/skills and gender balance team will be considered for highest scoring.</p>	15%
Criteria -2 Previous Experience	<p>Refers to Bidder's ability to demonstrate relevant experience and technical knowledge of relevant sectors in humanitarian contexts. Bidders who will submit 05 nos. different organizations' purchase orders Contract/Certificate of</p>	10%

	completion copies will get the highest score.	
Criteria-3 Methodology, operations plan & Proposed Team	<p>Detail methodological/technical aspects of carrying out the study: Consultant/ organization need to provide a details proposal of their understanding of EOI on how they will conduct.</p> <p>Gender balanced team and team members experienced in similar work will be evaluated for scoring.</p>	20%
Criteria-4 Time frame	<p>Provider needs to provide a detailed work plan with a timeline on what activity will start when and by when work will be completed. Good details with a realistic timeframe will get the highest score.</p>	10%
Criteria 5: Presentation	<p>Based on the evaluation score of criteria 1, 2, 3 and 4, only the top-ranking consultants who will score 30% and above out of 55% will be invited for presentation and financial evaluation.</p> <p>In presentation consultants will demonstrate their understanding on the Scope Of Service (SOS) requirements and skills, competencies and relevant experiences to deliver the work in a timely manner.</p> <p>Based on their presentation and ability of well demonstration evaluation committee will provide score out of 15.</p>	15%
Criteria-6 Financial Proposal	<p>Financial proposal will be open only for providers/suppliers who will successfully pass in technical evaluation.</p> <p>Consultant fees, breakdown of activity costs etc. All prices should be inclusive of Tax/Vat charges as per the government policy and rules.</p> <p>Lowest price will get highest score.</p>	30%
Total Score		100%

Outline of the Technical Proposal:

The proposal must have the following:

- Title of the assessment
- Understanding of the Assignment (Without copying from the ToR content)
- Proposed Methodology
- Work plan/ Schedule
- Proposed team with team members' names and curriculum vitae

Deadline of proposal offer submission:

An interested individual requested to submit their proposal with the necessary supporting documents mentioned above through email with necessary attachments within **September 6, 2024**.

Proposal Submission email address: nrm.procurement@gukbd.net

(email attachment document size shouldn't be more than 20 MB, in case of a larger file, bidders can upload documents in google drive share the link in their proposal submission email: nrm.procurement@gukbd.net)

After this mentioned date and time, no offer will be accepted. For any clarification, individuals can send an email to monir@gukbd.net



Or, Gana Unnayan Kendra (GUK), NRM Project Office, C/O. Abu Tahrer's House (Opposite house of Nurul Huda Member's house), Leda, Hnila, Teknaf, Cox's Bazar, Bangladesh.

Ethical Considerations:

The assignment should be conducted in accordance with the principles outlined in the GUK's ethical guidelines and enact safeguards to protect the rights and confidentiality of information providers, provisions to store and maintain the security of collected information and protocols to ensure anonymity and confidentiality.

Each potential respondent will be given full information about the book publication including the purpose and how the information collected will be used. Written consent is required from all adults who agree to participate and also to share their photographs. Participants under the age of 18 will require signed consent from a parent/guardian. All participants will be informed of their right to discontinue their participation at any point and approach.

Intellectual property:

All information pertaining to this assignment belongs to GUK, which the consultant may come into contact within the performance of his/her, duties under this assignment shall remain the property of GUK who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of GUK in line with the national and International Copyright Laws applicable. In addition, details address with GPS Code of videography will be shared and which will NOT be published anywhere but kept with GUK.

Expressions of Interest should include:

- ✓ Cover letter (maximum one page)
- ✓ Technical Proposal (maximum 10 pages)
- ✓ Financial Proposal (maximum one page)

Application procedure

Applicants are required to submit the following:

1. Letter of Interest (LOI), stating why you consider yourself/your firm suitable for the assignment.
2. A technical proposal
3. Firm/company profile on handling related assignments (if any) or personal CVs for individual consultants highlighting qualifications and experience.
4. Financial proposal / Detailed Budget indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.
5. TIN/BIN No. of the individual consultant or firm applying

Interested and qualified consultancy firms may submit their proposal to the following email address to be received no later than September 6, 2024 to EMAIL: nrm.procurement@gukbd.net mentioning “EOI for the Video Documentary (NRM)” in subject line.

N.B. Consultant will use own transportation, instruments and materials for the Video and documentary purposes as stated. No TA/DA will be provided during the selection process.

[Special Note: Consequently, all materials arising out of the consultancy shall remain as the property of Christian Aid Bangladesh (CAid) and GUK.