

## **Terms of Reference (ToR) For Making End-line (Success Story) Video Documentary under the “Promoting Sustainable Metallic Utensils’ Micro-Enterprise in Shariatpur district.”**

### **1. Background**

Sustainable Enterprise Project (SEP) project is jointly financed by Palli Karma-Sahayak Foundation (PKSF) and World Bank. The objective of SEP is to increase the adoption of environmentally sustainable practices by targeted microenterprises. SEP has selected 30 lead districts as the project working area to demonstrate the project impact on different sub-sectors. The project prioritizes a selected number of polluting microenterprise business clusters and supports the expansion of innovative economic activities conducive to a more sustainable environment.

SDS implementing this sub-project in Shariatpur Sadar upazila under Shariatpur districts of Bangladesh. This **02 year’s 27 May 2021 to 30 September 2023** sub-project will support to achieve global goals of the main SEP project. The sub-project activities will be implemented in the business clusters of Metallic Utensils subsector to improve the overall business and environment of the microenterprises.

SDS has taken initiative to conduct a baseline survey through an individual consultation understand the present business, economic and environment status of microenterprises, entrepreneur and their enterprises under Metallic Utensil sub-sector in the sub-project working area as baseline. A total of 60 micro enterprises will get different technical and financial supports through the sub-project.

A baseline video documentary was produced earlier at the inception of the project. Now that the project is very close to its completion date, an end-line video documentary needs to be produced. SDS (Shariatpur Development Society) is willing to make the **End-line Video Documentary** through an individual consultant to showcase and document the status, interventions, sustainability, environmental improvement, and achievement of the sub-project.

### **2 Objective of the assignment**

The objective of the assignment is to document and showcase the sub-project interventions, sustainability, business growth, environmental improvement, and achievement of microenterprises that have been supported under the sub-project through a video documentary. Additionally, the assignment will also help to capture the challenges that the microenterprises have overcome to reach at a higher standard in terms adopting SEP’s prescribed Environmentally Sustainable Practices (ESPs). The documentary will also put the achievement of the sub-project in national and international context.

## **2.1 Specific objectives**

The consultant will produce two versions of the video documentary:

- i. Short version of 2-3 minutes for social media use; and
- ii. Long version of 7-10 minutes for other screening and documentation.

## **3. Scope of the assignment**

The Factory will carry out all the necessary tasks to complete the assignment. This will include necessary research and understanding of the assignment as well as extensive travel around the project area. The consultant will develop the script of the video documentary prior to shooting in consultation with SDS (the client) and later get that approved by the client. After getting approval, the firm will initiate its production phase and start shooting and necessary tasks. Finally, the firm will submit the draft video for client's feedback and then submit the final versions addressing the comments on the draft video.

## **4. Specifications of the video documentary:**

Format: MP4

Quality of the video: minimum 4K

Media of the documentary: audio, video footage, animation, computer graphics, photographs, etc.

Language: Bengali

Subtitle: The documentary must have English subtitles (American language style)

Copyright: SDS will hold the copyright of all the contents, footage, photographs, and interviews.

## **5. Duration of the documentary:**

There should be two versions of the documentary-

Short version: 2-3 minutes

Long version: 7-10 minutes

## **6. Task specifications**

**Pre-production:** SDS (Shariatpur Development Society) will support the necessary information needed to ensure a clear idea about the purpose of the task. SDS (Shariatpur Development Society) will work with service provider to define the idea and tone of the product as it sees applicable. Based on the information provide by SDS, the service provider will carry out necessary research, plan out the shooting and develop and finalize the script in consultation with SDS.

**Production:** The service provider will conduct shooting in the project area (and any other relevant location if required) according to the plan and approved script. SDS will oversee work and provide support as needed.

**Post-production:** The service provider will edit and finalize the documentary, upon necessary approval from SDS.

#### **7. Qualifications and experience of the consultant**

- The consultant should have graduate degree from a UGC-approved university.
- The consultant should have at least two years of general experience in producing films, video documentaries, video content, audio-visual content.
- Experience of working with reputed government, national and international development agencies is required.
- The consultant should possess necessary technical equipment to carry out the assignment.
- Experience of working for any projects implemented by PKSf will carry extra value.
- Any reputed national or international award or mention will also carry extra value.

#### **8. Duration of the assignment**

The study shall be conducted expectedly in 01 months from start of the Video, and is scheduled to preferably start in the (01/09/2023 instead of 30/09/2023). The consultant will submit the final report latest by 01/10/2023. The timeframe will be finalized as agreed by the consultant and SDS. A time plan following the below-given format for the assignment has to be submitted by the consultant and to be agreed by SDS.

#### **9. Deliverables**

The consultant will deliver the following items:

- Short version (2-3 minutes) of the documentary;
- Long version (7-10 minutes) of the documentary; and
- All footage, photographs, and script in a storage device like a pen drive.

#### **10. Costs**

The consultant will formally propose the cost for the consulting work in the *Form-3C* of the application form attached in the annex. The cost will be expressed in Bangladeshi currency (BDT) and all payments will be made locally in the same currency. Tax, VAT and others (if any) will be deducted at source as per rule.

#### **11. Mode of Payment**

Payments will be made based on the following percentages and milestones:

- **1st Payment** (35% of total contract value): The 1<sup>st</sup> payment will be made upon submission and acceptance of the script by the client.
- **Final Payment** (65% of total contract value) will be made upon acceptance of the final versions of the documentary and all other deliverables mentioned in section-6 by the client.

## **12. Professional Liabilities**

The consultant is expected to carry out the assignment with due diligence and in accordance with prevailing professional standard. A proper consultation with SDS needs to be maintained in terms of planning, designing, documentation, development and reporting.

## **13. Confidentiality**

All documents, reports and information from this assignment will be regarded as SDS property, so the mentioned outputs or part of it cannot be sold or used in any other case without the prior written-permission of SDS.

## **14. Rights**

SDS (Shariatpur Development Society) will reserve the Intellectual Property Rights (IPR) for all deliverables of the assignment. SDS authority also reserves the right to cancel, change, and modify any part or the whole assignment any time before the contract or during the contract period.

## **15. Proposal Submission**

Interested candidates are requested to be updated Curriculum Vitae and financial proposal by **24/08/2023** in the following address. The financial proposal should be based on the attached ToR.

Address:

BM Kamroul Hassan  
Director, SDS,  
Shariatpur Sadar, Shariatpur.  
Email: badolsds@gmail.com  
Mobile: 01712-535700

## **Section 3. Application Forms**

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

# 1.1 Form 3A. Application Submission

[Location: dd/mm/yy]

To:

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[Name]

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[Address of Client]

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

**Attachment:**



	EMPLOYER 3	FROM:	TO:
	EMPLOYER 4 (etc)	FROM:	TO:
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>	
12	COMPUTER SKILL		

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1. Finally after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

### (1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

**Note: A month consists of 30 calendar days.**

### (2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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