

Terms of Reference (ToR)

for Hiring a National Newspaper to Cover Round Table Conference on Climate-Induced Non-Economic Loss and Damage (NELD)

Date: 11th March 2026

1. Background

SDS (Shariatpur Development Society) works in some of the most vulnerable and marginalized regions in Bangladesh, particularly the Char areas of Jazira, Gosairhat, Naria, and Vedarganj Upazilas in Shariatpur district. These areas, home to approximately 86,000 families, are severely impacted by climate change, particularly river erosion, flooding, and extreme weather events. Despite these challenges, these regions remain largely neglected by governmental services. Among these areas, Kunderchar, Charatra, Nawapara, and Kachikata Union are especially vulnerable due to high poverty levels and frequent climate-induced shocks. The residents are mostly marginal farmers, fishermen, and boatmen who depend on the rivers for their livelihoods. However, repeated river erosion has devastated their land, causing economic destruction and psychological distress. To highlight the issue of Non-Economic Loss and Damage (NELD), SDS is organizing a Round Table Conference. The event will center local voices and address NELD through the perspectives of marginalized groups, including women, adolescent girls, persons with disabilities, transgender people, indigenous communities, and the elderly.

2. Objective

The primary objective of this assignment is to partner with a national newspaper to provide extensive media coverage for the Round Table Discussion on Climate-Induced Non-Economic Loss and Damage (NELD). This partnership will help elevate the voices of those most affected by climate change, particularly marginalized communities, and advocate for practical measures that can scale NELD efforts across plans and leadership roles.

3. Scope of Work

The national newspaper will be responsible for providing full coverage before, during, and after the Round Table Conference:

3.1 Pre-event:

- Design and finalize invitation cards for key participants, ensuring they reflect the theme of the Round Table Conference.
- Distribute invitations (printed or digital) to all confirmed participants in a timely manner.
- Follow-up with invitees to confirm their participation and finalize the list of attendees.
- Develop and finalize the event agenda, including key discussion topics and assigned roles for speakers and moderators.
- Coordinate logistics to ensure all participants are informed and prepared for the event (venue, timing, and roles).

3.2 During the event:

- The newspaper will send a reporter/journalist to cover the Round Table live.
- Produce updates, interviews, and session summaries.
- Capture key moments, quotes from speakers, and community input.
- Ensure smooth moderation and facilitation of the Round Table discussion, keeping the event on track and engaging all participants.
- SDS to present the keynote address, setting the tone and outlining the objectives of the discussion, highlighting the importance of NELD.
- SDS to deliver a detailed presentation showcasing key findings from the project, particularly focusing on the impacts of climate-induced NELD on marginalized communities.

3.3 Post-event:

- A full-page article summarizing the discussions, policy recommendations, and commitments made during the Round Table.
- The newspaper will publish a full-page feature in the (print), followed by an online version.
- A 600-word article summarizing the discussions and main takeaways will be published in both print and on the newspaper's website.

4. Deliverables

- Agreed number of articles published ASAP.
- Full coverage, including updates, interviews, and photography on event date.

- A final report published within 15 days of the event, along with a feature in the national newspaper.

5. Venue and Logistics

The Round Table will be held at a News Agency's Seminar Hall, followed by lunch and refreshments. The newspaper will also be responsible for the following:

- Venue and Refreshments: Organize venue and provide food and refreshments for [X] participants.
- Roundtable Management: Coordinate and manage the logistics of the event.
- Sound System, Photography, and Banner Design: Arrange for necessary equipment, photography, and banner designs for the event.

6. Newspaper's Role

The national newspaper will be responsible for:

- The Roundtable meeting will organize in seminar hall room followed by snacks & Lunch with logistics support.
- A moderator will be chosen from the newspaper's editorial team.
- Will be responsible for roundtable text writing, dummy sheet design and page make up.
- A news report (around 600 words) will be published in the print version on the news papers on the next day of the program.
- A news report will be also published on the Bangla Online of the news papers .
- A selected/edited version of the program discussions will be published in the newspaper as a Full page (Dhaka Edition) supplement. E-news papers and Online version also available.

7. Budget and Payment Terms

The total budget for media coverage will cover:

- Venue costs
- Food and refreshments
- Facilitator honorarium
- IEC materials (banners, printings, etc.)
- Full-page newspaper feature

Payments will be made as follows:

- 10% upon signing the contract
- 30% after event coverage
- 60% after post-event publication

8. Evaluation Criteria

- The national newspaper will be selected based on the following:
- Experience in covering similar events, particularly those with a focus on climate change and marginalized communities.
- Circulation reach and audience demographics.
- Ability to meet deadlines and deliver high-quality work.
- Proposals will be evaluated based on the newspaper's capacity to enhance SDS's credibility and influence national and international NELD discourse.

9. Selection Process

The selection process will be conducted by the Selection Committee and the successful news agency will be notified by 24th March 2026. The contract will be signed shortly after the selection.

10. Submission

Interested applicants are requested to submit their technical and financial proposals to Executive Director, SDS (Shariatpur Development Society), Sadar Road, Shariatpur through email ID recruitmentsdsbd@gmail.com or executive.director@sdsbd.org before 5 p.m. on 16th March 2026.

11. Confidentiality and Compliance

The selected newspaper will be required to maintain confidentiality regarding sensitive information shared during the Round Table Conference. Comply with all relevant media and publication regulations.

Rabeya Begum
Executive Director
SDS.