



Research, Training and Management International (RTMI)

RTM Complex, 581, Shewrapara, Mirpur, Dahaka-1216, Bangladesh

Tel.: +880 2 8034814 (Hunting), Fax: +880 2 8034638, Web.: www.rtm-international.org

TERMS AND REFERENCE (TOR)

FOR

“Hiring Consulting Firm/Individual Consultant for Developing the Video Documentary on Women Leadership and Empowerment under-RTMI-UNW-WPHF funded project”

Research Training and Management International (RTMI) is a woman-led resource organization registered with the Government of Bangladesh (GOB). It provides high-quality technical and management support to the institutions/concerns working in development sectors primarily targeting poor and underprivileged people under the overall guidance of a Management Board. RTMI has three major areas of work: Research and Evaluation, Training and Capacity Building, and Program Support and Management. Recent activities of RTMI focused on health, population, and nutrition (HPN), education and human resources development, protection, women empowerment, and livelihoods sectors for the design, implementation, and development activities across Bangladesh.

Background

RTMI has been working in the Rohingya Camps supported by UN Women to implement the project on **“Emergency support for socio-economic recovery and capacity building to promote gender, women’s empowerment, and GBV awareness among the Rohingya population and neighboring host population”** since May 2023.

The main objective of this project is to provide emergency support to women and adolescent girls-focused services and enhance leadership capacities to promote gender, women empowerment, and GBV awareness among the Rohingya population and neighboring host population.

Purpose

RTMI would like to engage a reputed consulting firm/organization/individual consultant to develop the video documentaries covering its evidence-based best practices under the UN Women-funded project in the Rohingya Camps and host communities in Cox’s Bazar. RTMI intends to use/disseminate the documentary through in-house screen projection, and social & professional networks to reach the wider population and stakeholders.

Core Information

Project Title	Emergency support for socio-economic recovery and capacity building to promote gender, women’s empowerment, and GBV awareness among Rohingya population and neighboring host population.
Location	Rohingya Camps: 2W, 10, 18, 19, 24,26 and Host Community : 1. Choufaldondi (Sadar) 2. PM Khali (Sadar) 3. Holdiapalong (Ukhiya)

	4. Ratnapalong (Ukhiya) 5. Baharchara (Teknaf) 6. Hnila (Teknaf) Cox's Bazar
Duration	Maximum 20 working days
Tentative Start Date	20th May 2024
Final Report Submission	9th June 2024
Type of service	Consultancy Services
Reports To	Project Coordinator- UN Women-WPHF-funded project

Scope of Work

- In consultation with the Project Coordinator and Head of Field Operations of RTMI, prepare and submit a detailed layout/work plan for documentary development.
- Capture required interventions in project implementing areas as per the project objectives.
- Prepare one brief synopsis, script, and storyboard for RTMI's approval.
- Video shooting of interviews of selected people including project beneficiaries, government officials, service providers, and community health workers.
- Capture at least 40-50 high-quality pictures of activities/beneficiaries during the field visit.
- Interviews and voiceovers in Burmese/Rohingya will be subtitled in English.
- Submit draft documentaries to the PC and HOFP for review and feedback. Adapt the comments and recommendations to finalize the documentaries – 1 long version video (three minutes), and 2 short version video, (45 seconds each).
- Maintain the socio-cultural norms of the locality, congenial environment, and govt. protocol (appropriate consent taken from the RRRC) during video/shooting, interview, or any other process as applicable.
- Comply with the ethical practices of RTMI, e.g.: written informed consent for all interviews/video shooting, etc.

Deliverables with Frequency and Timeline

Deliverables	Frequency	Timeline
1. Share activity layout/work plan for video documentary development.	Once	By 21st May 2024
2. Submit draft documentaries to RTMI for review and feedback.	Once	By 31st May 2024
3. Submit final video documentaries-1 long version video (three minutes), and 2 short version video, (45 seconds each). 40-50 high-quality pictures along with an assignment completion report.	Once	By 9th June 2024



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Note:

- The duties above and responsibilities are to be performed within the timeline.
- RTMI will not provide the consultant with any hardware/equipment/device/any allowance. Therefore, s/he must have his arrangement to carry out all assignment

Reporting & Line Management

The consultant will be reportable to the Project Coordinator, UN Women-funded project, RTMI, and will work under the direct supervision of PC and HOFB.

Required Qualifications, Expertise, and Competencies

The prospective consultant must possess the following qualifications:

- At least 2-3 years of experience as a Team Lead in development sector documentary development with a focus on Women Empowerment and leadership capacity development, etc. in the Rohingya Camp context.
- At least 2 years of experience as a Key professional in script development, production, and post-production arena
- At least 3 years of experience as a team professional in participatory script development engaging technical professionals, field facilitators, and beneficiaries
- Experienced team maintaining high quality in materials, and workmanship in final products.
- Well equipped for shooting including sound recording systems, portable hard disks for all color RAW footage and final deliverables, background music licenses, color editing, etc.
- Experience in translation services including script translations from Burmese/Rohingya to English and vice versa, producing titles, subtitles, etc.
- Has highly qualified audio-visual professionals for research, scripting, production, and post-production of video materials.
- Experienced team in the development of content for short films and or documentaries on Women Empowerment, leadership development, or Gender Based Violence (GBV)
- Prevention Services.

Required Documents

The proposal must include the following documents/information:

- A technical proposal (max 3 pages) including a brief work plan and short CVs (maximum three pages) of relevant key technical experts of the firm addressing the essential competencies and skills. The technical proposal must indicate the appropriate tools/ platform and approaches to perform each duty and responsibility.
- A sample of work to demonstrate the skills.
- Trade License
- Tax Identification Number-TIN



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- Business Identification Number-BIN

Copyright Disclaimer

The information presented in the video documentaries will be the intellectual property of RTMI Corporation. Any unauthorized copying, reproduction, or distribution of this material is strictly prohibited and may result in legal consequences."

All rights of the documentaries will be reserved only for RTMI.

Payment Methods

The payment will be made after submitting all the deliverables.

All payments by RTMI will be subject to the deduction of appropriate taxes/ VATs as per prevailing Government rules. The payments will be made through cheque /EFT.

Proposal submission process

Please submit your proposal in English before 16th May 2024 to procurement@rtm-international.org Please mention in the subject line **"Hiring Consulting Firm/Individual Consultant for Developing Video Documentary on Women Leadership and Empowerment under UN Women funded project"**

Only shortlisted firms/individuals will be notified and contacted for proposal review. A proposal received after the deadline or incomplete will not be considered.