



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 of Reference

For

“Hiring Consulting Firm/Individual Consultant for Developing Video Documentary on Women Leadership and Empowerment under UN Women funded project”

Research, Training and Management International (RTMI)

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 is working in the Rohingya Camps supported by UN Women to implement the project on *“To enhance advocacy and leadership capacities to promote gender, women’s empowerment, GBV and social cohesion for Rohingya women and women-led organization”* since February, 2023. Under this project a total of 6 Community Based Organizations (CBOs) and a total of 120 associated CBO members have been supported to achieve the aim of the project. The project is being implemented in the Camps 1E, 1W, 4, 5, 9 and 15.

Purpose

This event aimed to:

- Create video content that highlights the importance of women empowerment and leadership within the Rohingya community.
- Showcase success stories and role models within the community to inspire other women and girls.
- Raise awareness about available resources, programs, and opportunities for women's empowerment and leadership development.

Basic Information

Project Title	To enhance advocacy and leadership capacities to promote gender, women’s empowerment, GBV and social cohesion for Rohingya women and women-led organization
Location	Rohingya Camps 1E, 1W, 4, 5, 9 and 15, Ukhiya, Cox’s Bazar
Duration	Maximum 15 working days
Tentative Start Date	15 May 2024
Final Report Submission	05 June 2024
Type of service	Consultancy Services
Reports To	Nasrin Akter Monika, Project Coordinator- UN Women (SDC) funded project



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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.
- Capturing the required interventions in project implementing areas as per the project objectives. Such as project activities, community interactions, and success stories in an authentic and compelling manner.
- Prepare and submit one brief synopsis, script, and storyboards, for RTMI’s approval
- Capture at least 50-60 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 HoFO for review and feedback. Adapt the comments and recommendations to finalize the documentaries – 2 video (2 to 2.30 minutes).
- 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/workplan for video documentary development	Once	By 15 May 2024
2. Submit draft documentaries to RTMI for review and feedback	Once	By 27 May 2024
3. Submit final video documentaries- 2 video and 50 to 60 high quality pictures portraying project best practices along with an assignment completion report.	Once	By 5 June 2024

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 assignments.

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 the Project Coordinator and Head of Field Operations of RTMI.

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,



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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.
- 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.
- Should have good sound recording to ensure high-quality audio during shooting.
- Should have licenses for background music used in the documentary.
- Sound recording systems including microphones and recording devices for clear audio capture.
- Sufficient portable hard disks to store all raw footage, as well as final deliverables.
- Should have editing software and hardware for color correction and post-production work.
- Any additional equipment deemed necessary for the successful completion of the project.

Required Documents

The proposal must be included the following documents/information:

- A proposal (max five pages) including a 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
- 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.



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Proposal submission process

Please submit your proposal in English before 13 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 will be notified and contacted for proposal review. A proposal received after the deadline or an incomplete proposal will not be considered.