



REQUEST FOR PROPOSAL

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Service Title	Video Documentation on 'Grow Green to Protect the Planet (G2P)'	RFP No.	2230
Request Reference No.	22055	Date	16/06/2022

A. BACKGROUND

Educo is a global development and humanitarian NGO based in Barcelona, Spain with over 25-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families, and communities.

Since 1999, we have been implementing development program in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader thematic and geographical areas. Currently, we are working in 10 districts of the country.

B. OBJECTIVES OF THE ASSIGNMENT

The objective of the consultancy is to make a process documentation video of the major activities and significant achievements, Educo Bangladesh's 'Grow Green to Protect the Planet (G2P)'

Project Duration: 180 days from the date of commencement

Place of Shooting: Amtoli under Barguna, Shariatpur Sadar & Shyamnagar under Satkhira.

C. SCOPE OF WORK

Educo Bangladesh is seeking qualified production house with proven experience and portfolio of working with development organizations to design and produce a process documentation video to be shared with a variety of audiences including local communities, Government organizations, partners/donors, and development practitioners. The specific scope of work for selected consultant/firm in producing the video includes the following activities.

- Prepare script and narration for the video.
- Visit the field and interact with the field staff and beneficiaries. Field visits shall be in 03 districts
- Each district needs to be visited 02 times during the tenure as per Educo's requirement.
- 03 working days at each district (requires extensive traveling to unions and villages) according to the final approved dates by Educo Bangladesh for stock and actual footages.

- Include testimonials from interview selected interviewees (Educo employee, children, youth, parents, employers and experts – where applicable);
- Develop and/or modify the documentary script and storyboard to be used in the documentary and present it in a story telling format.
- Include high quality 2D animations and motionographics that complies with the script (where necessary i.e. map, info-graphics etc.). Duration of this segment shall be at least 90 seconds.
- Ensure professional voice over in English of the final script.
- Record narration and background music (in case of using stock audio, it should be free from copyright issues) for the video.
- Provide all raw footage to Educo Bangladesh in a portable Hard Drive and no footage can be used that goes against Educo Bangladesh's Policies (Child Safeguarding, code of conduct, gender equality policy);
- Finalize the videos as according to the feedback/s provided by Educo Bangladesh Communications team.
- Manage all necessary tools and equipment required for the task.

D. EXPECTED DELIVERABLES

1. Documentary script and story board with short division in consultation and collaboration with the Communications team.
2. A maximum 05-minute video for sensitizing mass audience on 'Grow Green to Protect the Planet (G2P)' activity process
3. A 1080p (HD1920 x 1080 pixels) format final documentary, stereo sound quality, 2D animation and motionographics;
4. Following items needs to be submitted in a portable hard drive (non-returnable).
 - Master copy of product – All raw footage (untampered)
 - Master copy of product – (Final Cut)
 - Master copy with sub-title – (Final Cut)
 - Master copy without sub-title – (Final Cut)
 - Data file MP4 - with sub-title
 - Master VOB files on the product
 - VLC file as YouTube version

Educo Bangladesh/partners will facilitate and support the consultant/s for the work while required. These include,

- Finalize field visit schedules engaging required participants/stakeholders
- Obtain consent forms (in the given format of Educo) from parents giving permission to provide consent for all family members especially children. If relatives or neighbours are in the photos consent should be taken if there is eye contact on the video.



E. REQUIRED SKILL & EXPERIENCE

- At least 03 relevant work experience with development organizations/INGOs
- Understanding of child rights situation of Bangladesh
- Strong social and contextual analytical ability with presentation skill
- Demonstrating commitment to Educo's mission, vision, and values.

F. LANGUAGE

Audio Visual materials will be in Bangla with English sub-title.

G. BUDGET

The financial ceiling for this assignment is BDT. 800,000 (Taka Eight lac) only including VAT. All travel and equipment allowances of the firm regarding field visits and others needs to be carried out within this budget.

H. GENERAL

1. Educo Bangladesh shall deduct withholding taxes (VAT & AIT) from the bill amount which shall be in conformity with the prevailing government rates.
2. Service provider must commit to comply with Educo's Ethical Code of Conduct, Policy on protection against sexual exploitation, abuse and harassment, Child Safeguarding Policy and others.
3. The service should be completed following the schedule stated in agreement/work order. Unauthorized delay shall cause 1% penalty per day of the total contract value which shall be impose from the bill amount of the service provider.
4. Final work will be accepted by Educo Bangladesh, and no payment will be made for substandard / poorly performed work.
5. The services should be in line with all laws, regulations, and orders applicable to it in connection with the Work otherwise Educo Bangladesh reserves the right to take any legal action against the service provider under the law of Bangladesh.
6. During the documentation period, the service provider and their associates cannot take any footage or photos of children without the task's requirement from project areas
7. Educo Bangladesh shall preserve all copyright ownership and authority. The footage and final product must be treated as the resource of Educo Bangladesh, and the service provider will have no authority for further uses and dissemination in case there is no permission from the authority of Educo Bangladesh.
8. Zero tolerance of child maltreatment. Respect the customs and beliefs of the different groups of the working area and their legal, cultural and historical context, which do not run contrary to a safeguarding environment
9. Educo is not obliged to accept any quotation, award a contract/purchase order, or be responsible for any costs associated with the preparation and submission of a quotation by a supplier, regardless of the outcome or way in which the selection process is carried out. Moreover, offer received after due date or incomplete information may cause the rejection of

this quotation.

10. This Request for Proposal (RFP) constitutes the entire negotiation. There are no other terms and conditions oral or written, between the parties here to, and it shall be out of effect automatically since the day on which the service provider fulfills his/her above mentioned service period.

I. PROPOSAL SUBMISSION

Applications for this assignment must include the following documents:

- An EOI (maximum 01 page)
- Technical proposal (maximum 02 pages) demonstrating a thorough understanding of this ToR, demonstrated previous similar experience (Weblinks only) and a proposed timeframe detailing activity and a schedule/work plan.
- Financial proposal with a detailed and comprehensive breakdown of costs for the task, including consultancy fees/costs, developing video materials and other administrative expenses.

Your soft copy proposal subject 'Videography on G2G projects' should be sent via email to 'lokman.hossain@educo.org' on or before 4pm of 22nd June 2022.



Mohammed Lokman Hossain
Procurement Coordinator
Education And Development Foundation-Educo

For Educo-Bangladesh