

Terms of Reference (ToR)
for
Hiring a Media consulting Firm/individual Videographer to Produce a high-quality Video
Documentary
on GBV Free Educational Environment, and Promoting mutual respect, dignity, and gender
equality in learning spaces under GRIVET Project funded by Global Affairs Canada (GAC)

- **Assignment:** Hire consultancy firm/videographer for production of a short video documentary on GBV Free Educational Environment, and Promoting mutual respect, dignity, and gender equality in learning spaces.
- **Contract type:** Service Contract
- **Location:** (i) UCEP Dhaka North Region, (ii) UCEP Sylhet Region, (iii) UCEP Rangpur Region and (iv) UCEP Khulna Region, Bangladesh
- **Duration:** Sixty (60) calendar days, but the date will be finalized after finalizing the hiring process.

1.0 Background

UCEP Bangladesh is a leading non-governmental organization dedicated to empowering underprivileged children and youth through technical education and skills development. Since 1972, it has worked to improve socioeconomic conditions in Bangladesh under the motto *"Help to learn, skills to earn."* With a strong focus on social inclusion, UCEP serves women, children, youth, persons with disabilities, and marginalized communities. UCEP is currently operating 32 technical schools, 10 TVET institutes, and 1 professional institute, UCEP has reached over 0.2 million learners to date and supports around 36,000 students each year with quality education, skills training, and employment opportunities.

For more information, please visit the UCEP Bangladesh website: <https://www.ucepbd.org>;

2.0 Background of Project

The Gender-Responsive and Inclusive Vocational Education and Training (**GRIVET**) Project funded by Global Affairs Canada (GAC) aims to ensure that all learners, particularly girls, women, and persons with disabilities, can participate in technical and vocational education within environments that are **safe, respectful, and free from gender-based violence (GBV)**.

Despite increased awareness of gender equality in Bangladesh, many students in TVET institutions still face subtle or overt forms of discrimination, harassment, and social stigma. These experiences not only limit girls' enrolment and retention but also hinder the creation of inclusive, respectful learning spaces for all. To address this challenge, GRIVET will produce a **short video** to raise awareness among students, teachers, and communities about the importance of ensuring **GBV-free educational environments** and promoting **mutual respect, dignity, and equality** in learning spaces.

3.0 Target audiences

- TVET and technical school students (both male and female)
- Teachers, trainers, and institute management
- Parents and community members in catchment areas
- Local government and education stakeholders

4.0 Contents to consider

The video documentary must consider the content reflecting project impacts/results. Here important to see the engagement of beneficiaries, community people, coordination with local government and other respective stakeholders. The following contents should be considered in documentary.

- Activities of projects including some efforts by project
- Voices of beneficiaries to show the impact to the awareness development and capacities of beneficiaries to response in above context.
- Good practices with learning from the project intervention, involvement of local government, community leaders & respective stakeholders.
- Message/voices from implementing team: Executive Director, BoG Chairperson, Program Director, Regional Manager etc.
- Using copyright-free background music, images and graphics (if necessary)

5.0 Scope of works

The firm/videographer will:

a) Pre-Production

- Collaborate with UCEP Bangladesh to develop a storyboard/script (8 minutes and 5 minutes) aligned with the project objectives.
- Plan the filming schedule & locations, and key participants to be featured (e.g., beneficiaries, parents, community leaders, Govt & non-Govt Stakeholders and other representatives).
- Use copyright-compliant music; preferably locally composed.

b) Production

Capture on-site footage, including:

- Project activities (e.g., skill development training, awareness sessions, dialogues, community engagement events etc.).
- Testimonials from beneficiaries (adolescent girls, parents, and community members etc.).
- Interviews with key stakeholders (e.g., local Govt authorities, schoolteachers, religious leaders etc.).
- Relevant visuals depicting the context (community life, school settings etc.).
- Incorporate feedback from the UCEP Bangladesh revise accordingly.

c) Post-Production

Edit the raw footage into:

- One 8-minute video documentary will highlight and showcase the overall project activities and impacts aligned with GRIVET project objective and UCEP mission & vision.
- One 5-minute short videos featuring confident girls saying messages like "Skill development is not gendered — equal access, equal respect" aimed at spreading awareness.
- Include subtitles & voiceovers (The background voices of both documentaries will be in Bangla and English, with English subtitles for both versions, mixing of male and female voice), background music, and graphics (e.g., infographics, logos, and project details).
- Footage Quality: 4K/8K Resolution with high quality compatible camera.
- Sound: Use separate sound recorders to ensure sound quality. But not the built-in-one sound of camera.

- Ensure the video is visually appealing and professionally polished.
- Ensure visibility/logo of the UCEP Bangladesh

6.0 Geographical coverage area

- UCEP Dhaka North Region
- UCEP Sylhet Region
- UCEP Rangpur Region
- UCEP Khulna Region

7.0 Expected Deliverables

1. Inception report with detailed work plan with filming schedule and locations.
2. Develop a creative concept, storyline, and script outline in consultation with the UCEP team.
3. A finalized storyboard/script of both concepts approved by UCEP Bangladesh.
4. A 5-minute video documentary featuring the confident of girls saying messages like **“Skill development is not gendered — equal access, equal respect”** aimed at spreading awareness and sharing her story of change.
5. A 8-minute documentary showcasing the overall project activities and impacts.
6. Besides, web and in different electronic device compatible versions also to be delivered.
7. All raw footage and project files (Both Raw & final one) submitted to UCEP Bangladesh.
8. All Raw footage must be provided to the UCEP Bangladesh in a Portable Drive (Sandisk 1TB)

8.0 Time Frame

The assignment will be completed within **60 working days** after signing the workorder. The Media consulting Firm/individual Videographer will accomplish the entire assignment of project evaluation within this time frame.

9.0 Qualifications & experiences

- Have good experience (at least 5 years) in producing a video documentary, short videos etc.
- Able to produce high-quality broadcast video and professional photos on tight deadlines.
- At least 3 years of proven technical experience for the cameramen/editors involved in the production.
- Ability to include English language subtitling.
- Strong storytelling and visual communication skills.

10.0 Standard procedures in the delivery of the products

All film copyrights and raw materials will remain the property of UCEP Bangladesh. Necessary resources for task implementation will be provided by UCEP upon assignment. In case of late delivery or unsatisfactory performance, UCEP reserves the right to reject the work and apply penalties as per its policies. The selected vendor must adhere to UCEP Bangladesh's Code of Conduct, guidelines, and policies throughout the assignment period.

11.0 Monitoring and evaluation of the assignment

The Media consulting Firm/individual Videographer will work in close cooperation with the communication department of UCEP, head office management and program team.

12.0 Safeguarding policy

Safeguarding Policy will be applicable in the implementation of the work. The selected vendor/consulting firm will abide by the Safeguarding policy of UCEP Bangladesh.

13.0 Reservations and Confidentiality

UCEP Bangladesh reserves the right to withhold all or part of the payment if the performance is unsatisfactory, if the work or output is incomplete or not delivered, or if deadlines are not met. The vendor must maintain confidentiality regarding all non-public information and must avoid any assignments that could create a conflict of interest with this contract. Additionally, the vendor agrees not to promote any political or religious beliefs in the documentary.

14.0 Guideline for Proposal Submission

The proposal/expressions of interest (duly signed) should comprise with the following sections and given page limit. Proposal will be accepted only through :

All hard copies (duly signed) including soft copies in Pen Drive (PDF format/ videos) and should submit to: **UCEP Bangladesh, Plot: 2 & 3, Mirpur-2, Dhaka-1216, by 3:30 pm, 30 November 2025** mentioning subject line **"Developing Video Documentation under GRIVET project"**

Interested Consultant(S)/Consultancy Agencies are requested to submit their Technical and Financial Proposals (including VAT/TAX) **separately** as instructions below:

The Technical proposal must include the following:

1. Company Profile
2. Understanding of the Assignment
3. Concept note
4. Work schedule
5. Team composition
6. Previous work - one/two best VDO in a pen drive
7. Photocopy of work orders on similar tasks including provided VDOs.
8. Any other relevant Information

The Financial proposal will detail out the budget required to complete the assignment, including consultancy days and fees for the key members of the team, and any other expenditure. (Kindly mention the nature of the expenditure) should submit separately in a seal packet.

How to apply

1. Maximum 2-page Company/ firm profile highlighting related assignment completed with client name, contract person and mobile number
2. Lead Consultant's (who will lead the assignment) Maximum 2-page CV highlighting related assignment completed, role in of the completed assignment
3. Other Team members' (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
4. Trade License
5. TIN certificate
6. Acknowledgment receipt for the last annual TAX return
7. BIN Certificate
8. Bank Account details

The financial proposal should include 15% VAT. UCEP Bangladesh will deduct VAT as per government rules and policy at source from the agreed consultancy amount. UCEP Bangladesh will also deduct 10% TDS. Technical and financial proposals should be submitted separately along with sample copies of previous work on documentary on development work.

15.0 Payment Modalities

Payments will be made in installments based on the completion of agreed milestones:

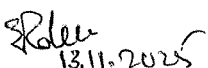
1. 20% After submission of inception report with detailed work plan with filming schedule, locations and develop a two storyboard/script (8 minutes and 5 minutes).
2. 80% upon submission and approval of the final videos.

16.0 Contact Address

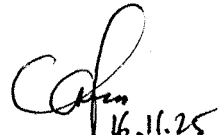
For your proposal to be accessible by UCEP Bangladesh, the size of the proposal submitted via email should not be greater than 5MB. For additional material/document, it can be sent via google drive. For any clarification of the ToR, kindly contact with:

Mr. Hasib Al Raj
Manager, Communications
E-mail: hasib.raj@ucepbd.org
Mobile: 01847313299


Zannatul Ferdous
Gender Equality Specialist
GRIVET Project
UCEP Bangladesh


13.11.2025
Shafiqur Rahman
Senior Specialist
Decent Employment & Social Inclusion
UCEP Bangladesh


Subinoy Dutta, Advocate
Deputy Director
Resource Mobilization & Communications
UCEP Bangladesh


16.11.25
Mohd. Abdul Mannan
Director, Programme and Innovation
UCEP Bangladesh

