Terms of Reference (ToR)

for

Feminist Green Action Award 2025- Musical Performances

Event: Feminist Green Action Award 2025

Date & Time: 14 May 2025 | Event begins at 6pm, Performers should arrive at 4pm for Sound Check

Venue: Renaissance hotel, Gulshan, Dhaka

Background

ActionAid Bangladesh (AAB) champions climate justice by empowering grassroots communities and promoting community-led adaptation and resilience. Using a Human Rights-Based Approach and feminist leadership principles, AAB collaborates with government, private sector, and global actors. Aligned with ActionAid's global commitment to a just green transition, AAB advocates for policy change and showcases private sector best practices. Bangladesh, home to 54 of the top 100 LEED-certified factories, presents a strong case for green leadership. The AAB Feminist Green Action Award will honour private sector entities and SMEs demonstrating feminist, just, and inclusive green practices that uphold justice, human rights, and community resilience.

As part of the Feminist Green Action Award 2025 celebration, ActionAid Bangladesh (AAB) aims to incorporate cultural elements that reflect creativity, inclusivity, and empowerment. Two musical performances will be organised during the evening of the gala, representing diverse musical expressions: Imran Ahmed and trio - professional Jazz band and Fuljhuri - Classical Music performers. They will each have solo sessions of 15 minutes and then a combined fusion session of 15 minutes for the finale.

Objectives

The purpose of engaging the music bands is to provide live musical performances that resonate with the values of feminist leadership, creativity, and community celebration during the award ceremony.

Bands and Deliverables

Band 1 – Imran Ahmed and Trio (Jazz)

- **Performance Duration:** 30 minutes divided into two sections of 15 minutes each
- **Genre:** Contemporary Jazz
- **Performance Type:** Live instrumental/band performance
- **Honorarium:** BDT 108,235 (including VAT & Tax)
- **Deliverable:** One-time performance during the event
- **Requirements:** Provide soundcheck at least 2 hours before the event

Band 2 – Fuljhuri (Classical Music)

- **Performance Duration:** 30 minutes divided into two sections of 15 minutes each
- **Genre:** Traditional/Contemporary Classical Music
- **Performance Type:** Live instrumental/band performance
- **Honorarium:** BDT 67,647 (including VAT & Tax)
- **Deliverable:** One-time performance during the event
- **Requirements:** Provide soundcheck at least 2 hours before the event

Payment Terms

- **Mode of Payment:** Bank transfer
- **Payment Timeline:** Full payment after the event
- **Required Documents:**
    - Valid Bank Account Information
    - Tax Identification Number (TIN)
    - PSR (Partner Setup Request) form (as per AAB policy)
    - Trade License if Any

Competencies Required

- **Musical Proficiency and Experience**
    - Proven track record of live performances at formal and high-profile events.
    - Strong command over their respective musical genres (Jazz/Classical).
    - Ability to deliver engaging, audience-appropriate performances within the allocated time.
- **Adaptability and Creativity**
    - Capacity to creatively blend traditional and contemporary elements for the fusion performance.
    - Willingness to align performance themes with feminist values, inclusivity, and empowerment.
- **Technical Coordination**
    - Punctuality and preparedness for timely soundcheck and performance.

- Familiarity with stage setup and ability to coordinate with technical teams for sound and equipment requirements.

- **Professionalism**
  - Ability to collaborate respectfully with other performers and event organizers.
  - Compliance with organizational procedures including documentation and payment formalities.
- **Documentation Readiness**
  - Possession of necessary legal and financial documents (TIN, Bank Info, PSR form, etc.) for smooth contractual processing.

Coordination & Contact

The selected performers will coordinate with Tazrian Rahman, Deputy Manager – Communications and Ragib Ekhowan, Senior Officer Communications for rehearsal timing, stage setup, and performance logistics.

Submission of the Proposal

Interested Consultant(S)/Consultancy Agencies are requested to submit a proposal including the following:

1. Company/consultant profile and past experience.
2. Detailed cost breakdown with detailed specifications
3. Detailed Planning and delivery timeline
4. Contact details of the focal person.

Deadline for Proposal Submission: **09 May 2025**

- Please click below the link to submit your proposals

Link: https://jobs.actionaidbd.org/consultancy

(Please note that, if you have any problem while applying, communicate at the Mobile No. 01618988183)

Disclaimer: ActionAid Bangladesh reserves the right to accept or reject any or all applications without assigning any reason thereof.