

Terms of Reference (ToR)

for

Developing a Video Documentary

Project Title: Enhancing the Capacity of Urban Communities to Reduce Child Labor

Assignment Duration: 20th February – 30th March 2026

Location: Khilgaon

Objective of the Assignment

The purpose of this assignment is to produce high-quality short video clips to raise awareness about child labor and motivate people to take action to stop it. The videos should reflect the project's role in empowering urban communities to reduce child labor.

Scope of Work

1. Pre-Production:

- Collaborate with ActionAid Bangladesh to develop a storyboard/script aligned with the project objectives.
- Plan the filming schedule, locations, and identify key participants (e.g., beneficiaries, parents, community leaders, government and non-government stakeholders, Adolescent Club members, and Child Marriage Prevention Committee representatives).

2. Production:

- **Capture on-site footage including:**
 - Project activities (e.g., scholarships, school reintegration, skill development training, awareness sessions, dialogues, community engagement events)
 - Testimonials from beneficiaries (girls, parents, community members)
 - Interviews with key stakeholders (e.g., teachers)
 - Relevant visuals showing the community context (community life, school settings)

3. Post-Production:

- **Edit raw footage into:**
 - Awareness Video Clip: 2 short videos (not more than 1 minute) highlighting the importance of education and the negative impacts of child labor.
 - Project Overview Video Clip: A 1-minute video showcasing overall project activities and impacts.
- Include subtitles and voiceovers in both Bangla and English (with English subtitles for both), background music, graphics (e.g., infographics, logos, project details).

- Incorporate additional photos and videos previously captured (to be shared by ActionAid Bangladesh).
- Ensure the videos are visually appealing and professionally polished.

Deliverables

1. Finalized storyboard/script approved by ActionAid Bangladesh.
2. High-quality raw footage from the field.
3. Two 1-minute awareness video clip.
4. 1-minute project overview video clip.
5. All raw footage and project files (both raw and final) submitted to ActionAid Bangladesh.

Assignment Duration

The assignment must be completed by 20th March 2026.

Qualifications for Videographer

- Proven experience in producing documentary films, especially for development projects.
- Expertise in video editing software and tools.
- Ability to work in field locations and capture culturally sensitive content.
- Knowledge of child rights issues is a plus.
- Strong storytelling and visual communication skills.
- Willingness to comply with ActionAid Bangladesh child protection and safeguarding policies.
- Clean record with no history of child abuse or misconduct.

Budget and Payment

- **Total budget:** BDT 1,00,000 (inclusive of VAT & Tax, transportation, local conveyance, food, accommodation, and other related costs).
- **Payment will be made in installments based on milestones:**
 - 30% upon signing the contract
 - 70% upon submission and approval of final videos

Deadline for Proposal Submission: 02 May 2026

- Please click below the link to submit your proposals

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

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