

Terms of Reference (ToR)
for
Production of Video and Photo Documentation to showcase FGGIII Project' Success
Cases

1. Background

Bangladesh is a developing country with a rapidly growing economy and officially will graduate to a developing country in 2026, faces a significant energy challenge, particularly in terms of energy access and sustainability including domestic energy resources, a heavily fossil fuel dependent energy mix, increasing energy demand, plans-policies and governance gaps. The energy transition in Bangladesh is essential to ensure energy security and social justice, economic growth, and social and environmental sustainability.

ActionAid Bangladesh (AAB), an affiliated member of the ActionAid Federation, has been working for Bangladesh for three decades in solidarity with the legged-behind and socio-political and economically excluded people for eradicating poverty and ensuring justice. AAB is implementing projects like Strengthening People's Safeguard to Protect Land Rights of Marginalized Community (FGGIII) and Powering Change: Advancing a Just and Sustainable Energy Transition in Bangladesh for promoting renewable and green energy through the enhancement of a just and sustainable value chain. ActionAid Bangladesh is addressing energy transition as part of its Resilience and Climate Justice (R&CJ) strategic priority through promoting renewable energy, safeguarding people and the environment by mobilizing and capacity strengthen of communities, CSOs, HRDs and media.

The FGG Project aims to effectively showcase the achievements, lessons learned, and community impact. The project seeks to produce a series of professional video clips for dissemination among stakeholders, partners, and the public.

2. Objective

To engage a qualified video documentary and photograph production consultant to develop four high-quality video clips, two process documentation video clips and photographs that document and highlight the FGG project's activities and outcomes.

3. Scope of Work

The consultant will be responsible for the following tasks:

- Develop a video production plan, video production script, and photograph plan in consultation with the project and communication team.
- Travel to project areas (3 locations) to capture relevant footage, photographs, interviews, and activities.
- Production:

- **One compiled video clip** (approx. 20 minutes) summarizing the overall project success stories.
- **Three project-area-focused clips** (approx. 5 minutes each) highlight specific project results and impacts on local communities and stakeholders.
- **Two-process documentation video clips** (approx. 5 minutes each) highlight intervention to impacts at local communities.
- **High Quality Photographs** from all three project locations highlighting the project working area and interventions.
- Edit and finalize all video clips with professional-grade visuals, audio, subtitles (if required), and branding.
- Submit drafts for review and incorporate feedback from the project and communication team.

4. Deliverables

1. **Video Production Plan** - within 1 week of contract signing
2. **Video Production Script (in consultation with Project and communication team)** – within 1 week of contract signing.
3. **Raw Footage** – from all three project areas.
4. **Five 5-minute Project Area Focus Clips** – one for each location and two process documentation clips.
5. **One 20-minute Compiled Video Clip** – summarizing the entire project.
6. **High Quality Photographs** – in HD format suitable for online and offline dissemination.
7. **Final Edited Versions** – in HD format, suitable for online and offline dissemination.
8. **All Source Files** – including consent form, project files, raw footage, and audio.

5. Timeline

The assignment is expected to be completed within **6 weeks** of the date of signing the contract.

6. Qualifications

- Proven experience in video production and storytelling.
- Portfolio of similar work, preferably in development or community-based projects.
- Ability to travel to remote project areas.
- Strong communication and collaboration skills.

7. Reporting

The consultant will report to the FGG Project Communications Officer and work closely with the field teams.

8. Key Contacts and Report

Manager – Just Energy Transition of AAB will be the contact person on behalf of AAB. The Consultant/team should report to Manager- Just Energy Transition, Email: abul.azad@actionaid.org

9. Budget

The project budget is **BDT 550,000 (Five lac Fifty Thousand BDT only) including all VAT & TAX.**

10. Payment Schedule

The payment will be done according to the following time frame/arrangement:

Instalments	Amount	Timelines
1 st instalment	40% of the total amount	After signing agreement
2 nd instalment	30% of the total amount	After completing field works and video documentation related task.
Final instalment	30% of the total amount	After final submission of audiovisual including promo and other deliverables mentioned in the deliverables section

The payments will be made in A/C payee cheques in the name of the Consultant. AAB will deduct income tax and VAT at source as per the rules of GoB and it will be deposited to treasury of GoB. Besides no other benefits shall be admissible beyond what is stipulated in the contract, nor does it guarantee a regular position in AAB.

11. Expiry of Agreement and Negotiable Flexibility

Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.

The Agreement will be invalidated after expiry of duration unless further extension is made by AAB. AAB also reserves the right to amend or change or cancel the Agreement at any time.

12. Copyright and Ownership of Audio Visual

The audio visuals will be used in the public domain like public screening, social media and websites. Therefore, published audio visuals will be copyleft.

13. Consent of Community and Individuals

The Consultant shall obtain informed consent from the community head and any individuals who will appear in the video recordings. All consent must be documented using hand-signed

consent forms. These signed forms must be submitted to AAB along with all other project deliverables.

14. General Terms and Conditions

- All raw material prepared during the assignment will be treated as AAB property.
- Assignment will not be sub-contracted to anyone.
- In the work that, additional time is required to complete the contract, over and above that previously agreed to, without changing the scope of work, then it has to be agreed by AAB in writing.
- In case of any change made in the Scope of Work Scope of AAB because of an increase or decrease in required cost or time, or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.
- Requests for an increase in the consultancy period must be submitted to Head of HROD, admin & ICT, AAB, before the 7 days ending of Consultancy period. Request for Extension must be submitted with proper justification, via the Hiring Team.
- Penalty Clause: If the agreed deadline and / or deliverables are not adhered to by the Consultant, financial penalties will be imposed upon the Consultant in terms of payment. This is specified as follows:
 - In case of delayed submission of the deliverables up to one month of delay, 10% of the contract amount will be deducted.
 - Delay of more than one month will result in auto cancelation of the contract and forfeit of the remaining 30% of the contract value.
- Confidentiality of all aspects of the assignment is to be assured by the Consultant at all times.

15. Application Process

Interested consultants should submit the following documents:

- Portfolio of previous work.
- Timeline and availability.
- Brief technical and financial proposal.

16. Evaluation Criteria

- Creativity and quality of past work (40%)
- Understanding of the assignment (20%)
- Cost-effectiveness (20%)
- Timeliness and availability (20%)

Submission of the Proposal

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

- 1. Company 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: 23 July 2025

- 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