

TERMS OF REFERENCE (ToR)

for

Consultancy for Production of a Documentary-style Explainer Video on Women's Protection Policy Brief

1. Background

ActionAid Bangladesh is seeking to produce a short documentary-style explainer video that captures the lived realities, challenges, resilience, and aspirations of Rohingya women and girls living in refugee camps in Cox's Bazar in an attempt to translate a Policy Brief prepared by ActionAid on the protection of Rohingya women and girls in the context of the protracted crisis. The video will present authentic voices from the community while highlighting protection challenges and the importance of creating safer, more dignified, and inclusive humanitarian responses. Using real-life stories, interviews, observational footage, and cinematic visuals, the video will communicate these issues for national and international audiences while ensuring ethical storytelling, safety, dignity, and confidentiality.

Bangladesh hosts over 1.1 million Rohingya refugees, more than half of whom are women and girls, in a protracted crisis now in its ninth year with no viable prospects for safe, voluntary, or dignified return. Humanitarian funding is in sharp decline, resulting in reduced food rations, protection programmes, and essential services, and deepening the risks faced by women and girls. This documentary style explainer will translate the Policy Brief developed based on evidence and lived testimonies of the Rohingya women collected by ActionAid Bangladesh, with support from ActionAid UK, into an accessible audio-visual format for advocacy and policy engagement.

2. Objective

Produce a 3-minute documentary-style explainer video in English that tells the story of Rohingya women and girls through their own experiences, highlighting protection risks, resilience and community leadership for advocacy and policy engagement. The video should centre Rohingya women and girls as agents of change and rights-holders, not passive beneficiaries of aid, consistent with the feminist, rights-based approach of the underlying research.

3. Scope of Work

Pre-production: review background materials provided by ActionAid Bangladesh; develop concept, treatment, storyboard, English script and interview guide; prepare production schedule. The interview guide should be designed to surface testimony around the following themes: restricted mobility and everyday safety risks (including sexual harassment); early/forced marriage and domestic violence as coping mechanisms under economic strain; barriers to girls' education, including harassment en route to school; gaps in healthcare access; future aspirations (including views of repatriation); and, importantly, women-led

resilience and protection efforts through community protection groups and Women-Friendly Spaces, to ensure the film balances risk with agency and leadership. The interview will also seek women's suggestions for improvement and solutions to the protection problems discussed/identified including what existing interventions, as provided by the donor, government, NGOs/INGOs operating in the protection sector, is working and if it can be improved.

Production: Travel to Cox's Bazar; capture camp environment, daily life, women-friendly/community spaces (where permitted), interviews with Rohingya women and girls and supporting B-roll. Ensure identities are protected through silhouettes, masking, back shots, shallow focus or other techniques. Obtain informed consent and follow ActionAid safeguarding standards.

Post-production: Edit a 3-minute video, produce English narration, subtitles, motion graphics where needed, licensed music, revisions and final outputs.

4. Deliverables

- Creative concept note;
- Documentary treatment;
- Storyboard; English script;
- First cut;
- Revised cut;
- Final 3-minute Full HD, 4K documentary explainer; subtitle (.srt); raw footage; editable project files.

5. Duration

The assignment will commence immediately upon contract signing. The final documentary style explainer video must be delivered by 1 August 2026.

6. Consultant Qualifications

- Minimum 5 years' documentary experience;
- NGO/UN experience preferred; experience in humanitarian contexts desirable;
- Strong storytelling, cinematography and editing skills;
- Ability to produce English-language documentaries and content.

- Demonstrated experience with trauma-informed and GBV-sensitive storytelling, including interviewing survivors of violence or abuse with appropriate care.

7. Ethical Considerations

Maintain confidentiality, obtain informed consent, protect identities, comply with ActionAid safeguarding and ethical communication standards. All interviews must follow trauma-informed techniques and avoid re-traumatizing or leading questioning. Interview questions will need to be reviewed and cleared by ActionAid Bangladesh prior to commencing process. Female crew is essential to interview women inside the Women Friendly Spaces.

8. Reporting

The consultant will report to the Policy Research and Advocacy Team of ActionAid Bangladesh and work closely throughout the assignment.

9. Proposal Submission

Technical proposal (approach, methodology, timeline, team, portfolio) and financial proposal (professional fee, travel, accommodation, equipment, editing, voice-over and applicable taxes).

10. Evaluation Criteria

Criteria	Weight
Understanding	20%
Creative approach	25%
Relevant experience	25%
Team capacity	10%
Financial proposal	20%

11. Budget and Payment

Budget for the assignment is **BDT 300,000 (Including Vat Tax)**. Payment will be made based on deliverables upon submission of invoice and completion of work

1st Payment: **50%** of contract value will be paid based on upon approval of concept, storyboard and script.

Final Payment: **50%** of contract value will be paid based on submission and acceptance of all final deliverables.

12. Submission of Proposal:

Deadline for Proposal Submission: 12 July 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.