

TERMS of REFERENCE

For

Providing support for media content development and designing advocacy & communication materials: Lessons Learned Documentation & Success Story Compilation

Background

ActionAid Bangladesh (AAB) is undertaking a project titled "Addressing Climate Justice and Gender Disparities in Shyamnagar Upazila of Satkhira District." This initiative, funded by ActionAid Sweden/ForumCiv, focuses on empowering women to take leadership roles and ownership in mitigating the impacts of climate change. The project operates within three unions: Shyamnagar Sadar, RamjanNagar, and Atolia, located in Satkhira District.

The primary objective of the project is to enhance the social and economic empowerment of women by facilitating their access to essential services and involving them in decision-making processes. The project is nearing its completion in August 2025. To assess its overall impact, key learnings, and highlight successful interventions, comprehensive documentation of lessons learned, and success stories are required to document.

Objective

The main objective of this task is to prepare a documentation with an evaluation of the "Addressing Climate Justice and Gender Disparities in Shyamnagar Upazila of Satkhira District" project, document key lessons learned throughout its implementation, and compile compelling success stories. This will provide valuable insights into the project's effectiveness, identify best practices, and inform future programming.

Specifically, this task aims to:

- Assess and document the extent to which the project objectives have been achieved, particularly focusing on the social and economic empowerment of women and their engagement in climate-related decision-making processes.
- Evaluate and summarize the relevance, efficiency, effectiveness, impact, and sustainability of the project interventions, highlighting key outcomes and impact stories for inclusion in the learning document.
- Capture high-quality photographs from the project areas that visually represent key interventions, outcomes, and community participation—emphasizing gender-responsive approaches and climate resilience.

- Design, layout, and print a comprehensive learning document that integrates project findings, lessons learned, challenges, and recommendations, presented in a visually appealing and professionally produced format suitable for advocacy and stakeholder dissemination.

Output of the Work

The expected output for this task will be discussion-based and will include, but not be limited to:

1. **Design of Lessons Learned Document/Booklet:** A concise document (about 32 pages) summarizing key lessons learned, best practices, and challenges encountered, with actionable recommendations. This comprehensive document (maximum 32 pages, excluding annexes) tentatively covering:
 - Introduction and Background
 - Methodology (including sampling, data collection, and analysis)
 - Findings against project objectives and indicators
 - Analysis of relevance, efficiency, effectiveness, impact, and sustainability
 - Key lessons learned and challenges
 - Recommendations for future programming
 - Conclusion
2. **Collecting the photos** for the case stories of women from the project area in Shyamnagar to use in the booklet.
3. All raw materials need to be shared with AAB.
4. Consent forms will need to be managed by the vendor during the shoot.
5. **Print Material:** It is expected to receive design and 200 printed copies of the designed document.

Specification of the Booklet

- Booklet Size: 8.5"x8.5"
- Cover page material: 300 GSM Art card
- Inner page material: 170 GSM Magazine paper
- Page: Maximum 32 page excluding annexes
- Binding: Juice Binding

Competency

The successful consultant/firm/vendor should possess the following competencies:

- Demonstrated experience in designing and printing endline evaluations, impact assessments, and qualitative research in the development sector, particularly in areas related to climate change, gender, and women's empowerment.
- Proven track record in publishing photography, illustrations, documentation of

lessons learned and compiling compelling human-interest stories with proper quality and standard.

- Understanding of development sector organizational culture, values, and ways of working.
- Working experience with Non-Governmental Organizations (NGOs) will be an advantage.
- Familiarity with the socio-economic context of Shyamnagar Upazila, Satkhira District, will be an added advantage.

Time Frame and Duration

The validity of the consultancy agreement will be from **July 10, 2025, to July 20, 2025.**

Payment Modality

ActionAid Bangladesh is committed to pay BDT. 175,000 (including VAT & Tax) to the assigned vendor/consultant/firm upon completion of the task. ActionAid Bangladesh will deduct income tax at source as per the rules of the Government of Bangladesh, and it will be deposited to the treasury. After deducting VAT and Tax, total payment will be released, which will be transacted through an A/C payee cheque to the awarded party. The financial proposal must include VAT and Tax calculations. Payments will be made after signing the agreement following a schedule mutually agreed by both parties. No other benefits shall be admissible beyond what is stipulated in the contract.

Code of Conduct:

The consultant must follow ActionAid Bangladesh's Code of Conduct and adhere to a) Child Protection Policy, b) Sexual Harassment Exploitation and Abuse (SHEA) Policy, c) Prevention of Sexual Exploitation & Abuse (PSEA) Policy, d) Data Protection and Privacy Policy and other policies and safeguards. In addition, but not limited to, the agency must adhere to the Money Laundering Prevention Act-2012 and Anti-Terrorism Act-2009 (amended in 2012 & 2013) of the Bangladesh Government.

Copyright and Ownership:

All deliverables and resources acquired or produced for this assignment will be treated as exclusively owned by ActionAid Bangladesh and consequently confidential; therefore, no part of it can be sold, used, or reproduced in any manner by the consultant.

Termination of Contract:

ActionAid Bangladesh may terminate this agreement at once in occurrence of any irregularities, non-compliance or problems related to any terms and conditions as agreed upon in this agreement.

Management and Reporting:

The consultant/consultancy agency will be supervised by Tanzia Anjum, Deputy Manager- Resilience and Climate Justice (E: Tanzia.Anjum@actonaid.org, M: +880 1816334865).

Submission of Proposal:

- Last date of Application is **12 July 2025**.
- Please click below the link to submit your proposals:

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