



Manusher Jonno Foundation (MJF)

Terms of Reference (ToR) for Media Fellowship

Type of Engagement	Media Fellowship for local reporters and journalists from the Chittagong Hill Tracts (CHT) engaged with regional and national media (Print/Electronic/Online).
Media fellowship Purpose	The Media Fellowship is designed to strengthen development journalism in the CHT by enhancing journalists' understanding of local development realities and promoting evidence-based, human-centered reporting. It aims to strengthen community voices, document grassroots challenges and resilience, and increase visibility of PRLC interventions, outcomes, and lessons.
Project Title	Partnership for Resilient Livelihoods in CHT Region (PRLC)
Project's Goal	To contribute to poverty reduction and resilient livelihoods of extremely poor households in the three Chittagong Hill Tracts (CHT) districts of Bangladesh
Component Highlights	1) Resilient Livelihoods 2) Nutrition 3) Social Protection 4) Advocacy and policy engagement for inclusive and pro-poor development
Project Locations	8 Upazila's in Rangamati, Khagrachari and Bandarban districts.
Project Duration	January 2023-December 2026
Project Recipient	Manusher Jonno Foundation
Development Partner	The European Union
Proposal submission date	20 June, 2026

1. Background

The Chittagong Hill Tracts (CHT), comprising Rangamati, Khagrachari, and Bandarban districts, is a region of rich cultural and ecological diversity. Despite its natural resources and Indigenous heritage, the CHT faces persistent development challenges particularly related to sustainable livelihoods, market access, and economic inclusion.

Livelihoods in the CHT largely depend on agriculture, jhum (shifting cultivation), horticulture, and small-scale trade. However, limited access to productive land, infrastructure, education, and markets—alongside climate vulnerability—continue to constrain income opportunities and resilience.

To address these issues, the **Partnership for Resilient Livelihoods in the Chittagong Hill Tracts (PRLC)** project (2023–2026), funded by the European Union and implemented by Manusher Jonno Foundation (MJF) through nine local partner organizations, aims to improve livelihoods and resilient of 20,000 poor and ultrapoor

households across eight upazilas in the three hill districts through 3 programmatic outcome. 1) Resilient Livelihoods 2) Nutrition 3) Social Protection

Under the PRLC Project, a Media Fellowship will be offered to six (6) local reporters/ journalists in 3 hill districts working with regional and national levels media (Print/Electronic/Online). The fellowship aims to strengthen development-focused journalism by enhancing journalists' understanding of development issues and promoting evidence-based reporting on community realities and project interventions.

2. Objective of the Media Fellowship

The Media Fellowship under the PRLC project is designed to strategically strengthen development communication and public accountability by positioning local journalists as key actors in amplifying evidence from the Chittagong Hill Tracts (CHT). In alignment with the project's goal of advancing resilient livelihoods, nutrition, social protection, and policy advocacy, the specific objectives are:

- To strengthen the analytical, ethical, and contextual reporting capacity of local journalists to critically examine development challenges in the CHT—particularly poverty, climate vulnerability, market exclusion, and intersecting social inequalities—through evidence-based and community-informed narratives.
- To enhance the visibility and policy relevance of PRLC interventions by producing credible, fieldbased media content that not only captures project results and lessons learned, but also critically highlights persistent gaps, structural barriers, and emerging challenges affecting marginalized communities in the CHT.

3. Scope of Work

Under this fellowship, selected journalists will undertake a structured, field-oriented engagement that bridges grassroots realities with national-level discourse. The scope of work includes the following components:

- Orientation and contextual grounding: Selected Fellows will participate in a structured orientation session **to gain a comprehensive understanding of the PRLC project's** objectives, intervention areas, key outcomes, and cross-cutting priorities such as gender equality, climate resilience, and social inclusion.
- In-depth field immersion and stakeholder engagement: Fellows will conduct intensive, communitylevel, 7-day **field visit, engaging** directly with project participants, local leaders, service providers, and other relevant stakeholders. This process will prioritize participatory observation and ethical storytelling to capture diverse perspectives.
- Identification and analysis of development dynamics: Fellows will critically examine and document key **development challenges and opportunities** related to livelihoods, nutrition, social protection, and climate resilience. This includes identifying structural barriers, emerging good practices, and gaps in service delivery or policy implementation.
- Production of high-quality, evidence-based media outputs: Fellows will develop compelling and **responsible media content—such as investigative reports**, human-interest stories, and audio-visual features—that highlight both the impact of PRLC interventions and the broader socio-economic realities of the CHT.
- Integration of cross-cutting and intersectional perspectives: All outputs are expected to **reflect gender-responsive, inclusive, and conflict-sensitive approaches**, ensuring representation of diverse identities, including women, Indigenous peoples, youth, and persons with disabilities.

- Contribution to broader development discourse: Through publication in regional and national media outlets, fellows will help **connect local realities to broader policy and development narratives, supporting advocacy efforts** and knowledge sharing at multiple levels.

4. Deliverables

Each fellow will be responsible for producing outputs that demonstrate analytical depth, ethical integrity, and contribution to development discourse. Deliverables are structured to reflect both **output-level results** (content produced) and **outcome-level contributions** (influence, inclusion, and learning):

- **Production of media content (Output level):**
 - At least **two (2) published/broadcast media pieces** (print, online, or electronic), developed through field-based evidence and aligned with PRLC thematic areas (resilient livelihoods, nutrition, social protection).
 - Content should go beyond descriptive reporting and include **analysis of underlying drivers**, community perspectives, and implications for policy and practice.
 - All content must be reviewed by the designated **MJF focal person prior** to publication to ensure factual accuracy and ethical compliance.
- **Strategic communication outputs (Visibility & engagement):** ○ At least **two (2) additional tailored contents** (e.g., short stories or audio-visual snippets) for dissemination through MJF’s digital and social media platforms, ensuring accessibility and wider public engagement.
- **Documentation of field insights (Learning & accountability):**
 - Submission of a concise **accomplishment report** capturing:
 - ✦ Field experiences and engagement processes
 - ✦ Key findings, including systemic challenges and good practices
 - ✦ Reflections on gender, inclusion, and intersectionality
 - ✦ Potential areas for policy attention or programmatic improvement
- **Evidence submission and traceability:** ○ Provision of **links, copies, or recordings** of all published or broadcast materials to ensure documentation, verification, and knowledge management.

5. Selection Criteria

The selection of Media Fellows will follow a **transparent, merit-based, and inclusion-sensitive approach**, ensuring representation from diverse social groups and geographies within the CHT.

- **Geographic relevance and contextual familiarity:**
 - Must be based in one of the CHT districts (Rangamati, Khagrachari, or Bandarban), with demonstrated understanding of local socio-cultural, political, and development dynamics.
- **Professional engagement in media:** ○ Active affiliation with recognized print, electronic, or online media at regional or national level, with the ability to publish or broadcast content.
- **Demonstrated interest in development and public interest journalism:**
 - Proven engagement in reporting on social issues such as poverty, livelihoods, climate change, governance, human rights, or Indigenous issues.
- **Portfolio and quality of previous work:** ○ Evidence of published or broadcasted work that reflects credibility, ethical standards, and storytelling ability.
- **Commitment and availability:**
 - Willingness and capacity to complete all fellowship requirements within the stipulated timeframe, including field visits and content production.
- **Diversity and inclusion considerations (affirmative focus):**
 - Strong encouragement and preferential consideration where qualifications are comparable for:

- ✦ Women journalists
- ✦ Journalists from Indigenous/ethnic communities
- ✦ Early-career journalists from remote or underserved areas

This is to ensure **diverse narratives and equitable representation** in development storytelling.

6. Role of Project TEAM

The PRLC Project Team will play a **facilitative, enabling, and quality assurance role**, ensuring that fellows are supported while maintaining independence and ethical standards in reporting.

- **Capacity strengthening and orientation (Physical or Virtual):** Design and deliver a structured orientation session to build fellows’ understanding of PRLC interventions, thematic priorities, and cross-cutting issues such as gender equality, inclusion, and climate resilience.
- **Facilitation and coordination:** Ensure smooth coordination with local partners and stakeholders to facilitate fellows’ access to project sites, communities, and relevant information.
- **Safeguarding and ethical oversight:** Provide guidance on ethical reporting, safeguarding standards, and community engagement protocols to prevent harm, misrepresentation, or exploitation.
- **Technical backstopping and quality assurance:** Review media outputs (for factual accuracy and ethical compliance, not editorial control) and provide constructive feedback to enhance quality.
- **Monitoring, learning, and documentation:** Track fellows’ progress, document key learnings, and integrate insights into PRLC communication and advocacy strategies.
- **Recognition and accountability:** Provide fellowship completion certificates and ensure the transparent, timely disbursement of honoraria in accordance with agreed-upon deliverables.

7. Role of Fellows:

Fellows are expected to act as **independent, ethical, and responsible storytellers**, contributing to development discourse while upholding professional journalism standards.

Key responsibilities:

- **Active engagement and participation:** Participate fully in all fellowship activities, including orientation, field visits, and reflection processes.
- **Ethical and conflict-sensitive reporting:** Uphold principles of accuracy, fairness, informed consent, and “do no harm,” particularly when engaging with vulnerable and marginalized communities.
- **Production of high-quality outputs:** Deliver agreed media content within the stipulated timeframe, ensuring analytical depth, inclusiveness, and alignment with fellowship objectives.
- **Integration of gender and intersectional perspectives:** Ensure that reporting captures diverse voices and experiences, including those of women, Indigenous peoples, youth, and persons with disabilities.
- **Logistical responsibility and professionalism:** Independently manage travel, accommodation, and equipment (Camera, Computer/laptop, etc.) required for fieldwork, while maintaining professional conduct throughout the assignment.
- **Contribution to learning and reflection:** Document and share reflections, challenges, and insights from field engagement to support broader learning and future programming.

8. Duration of the fellowship

The Fellowship will commence in the last week of June and conclude by the Mid of August, 2026. The actions of the fellows will be the following

Action	Duration	Probable timeline	Responsibility
One day orientation for the selected fellows	1 day	2 nd week of July	PRLC project TEAM
Field visit at community level by the fellows	7 days	3 rd Week of July	Fellows
Finalization of content		2 nd Week of August	Fellows
Publication and broadcast of contents in their respective media		3 rd Week of August	Fellows
Submit an accomplish report and share relevant links or copies of the contents to MJF		4 th /last week of August	Fellows

8.1: The timeline is tentative and will be finalized during the inception meeting /orientation between MJF and the fellows.

9. Field visit locations for the Fellows:

Each fellow will carry out a 7-day field visit (**in one or two phases**) at least 5 villages within one Upazila within the project area.

The intervention areas are as follows

Name of the District	Name of Upazila	Name of Union	Name of Para
Khagrachari	Guimara	Sindukchhari, Hafchhari, GuimaraSadar	
	Laxmichari	Barmachari, Dulyatali ,Laxmichari Sadar	
Rangamati	Rangamati Sadar	Bandukbhanga, Balukhali Magban	
	Jurachari	Dumdumya, Maidong, Banjogichara	
Bandarban	Lama	Gajalia, Lama, Sarai, Faitong	
	Thanchi	Remakri, Thanchai, Tindu	

*Specific names of para's /villages will be provided by the MJF project TEAM during the orientation.

The journalists applying for this fellowship must be willing to work any Upazila in their respective districts. They will be required to conduct the field visit in designated Upazila's assigned by MJF. During the visit they are expected to stay at the community level for effective engagement and documentation.

10. Ethical considerations

All Media Fellows must adhere to high standards of ethical journalism, safeguarding, and responsible storytelling, guided by a “do no harm” and rights-based approach.

Fellows are expected to ensure accuracy and integrity in reporting, obtain informed consent, and respect the dignity, privacy, and cultural context of the communities they serve. Reporting must be conflict-sensitive, avoiding any harm, misrepresentation, or reinforcement of discrimination.

Content should reflect gender-responsive and inclusive perspectives, amplifying diverse voices, particularly those of women and marginalized groups. Fellows must comply with **MJF's Safeguarding and Child Protection Policies**, and maintain **confidentiality** of sensitive information, ensuring anonymity where required.

11. Fellowship honorarium:

To support the fellows' engagement and ensure equitable participation, a **lump-sum Fellowship Fee of BDT 30,000 (inclusive of VAT and TAX) for Guimara Laxmichari, Rangamati Sadar and Lama Upazila and BDT 35000 (inclusive of VAT and TAX) for Thanchi and Jurachari Upazila** will be provided to each selected fellow. This amount is intended to cover costs associated with fieldwork and content production, including travel, accommodation, and other logistical expenses.

Disbursement structure:

- **Advance payment (40%)** will be provided prior to the commencement of field visits to enable fellows to undertake planned activities without financial barriers.
- **Final payment (60%)** will be disbursed upon satisfactory completion of all agreed deliverables, as verified by the PRLC Project Team.

Key considerations:

- The honorarium is **performance-based**, linked to the quality, completeness, and timeliness of deliverables outlined in the ToR.
- Fellows are responsible for **managing their own financial planning and expenditures** within the allocated amount. No additional costs beyond the agreed honorarium will be covered by the project.
- Payments will be made in compliance with **organizational financial policies and applicable national regulations**, including tax deductions where required.
- The structure is designed to ensure **transparency, accountability, and equitable access**, enabling participation of journalists from remote and underrepresented areas of the CHT.

12. Evaluation

The fellowship will be assessed using a **results-based and learning-oriented evaluation framework**, integrating both EU-aligned performance criteria and MEAL principles. Evaluation will focus not only on outputs, but also on the **quality, inclusiveness, and influence** of the work produced.

Key Evaluation Dimensions:

- **Quality and analytical depth of media outputs:** The extent to which content demonstrates evidence-based reporting, critical analysis, and clear linkage to development challenges and PRLC interventions.
- **Integration of gender and intersectional perspectives:** The degree to which outputs reflect the voices and experiences of women, Indigenous communities, youth, persons with disabilities, and other marginalized groups.
- **Relevance and contribution to development discourse:** Alignment of content with PRLC thematic priorities and broader national development agendas. And highlight policy gaps, service delivery challenges, and actionable insights.
- **Reach, engagement, and visibility:** Contribution to raising awareness and stimulating dialogue among stakeholders.
- **Participation, professionalism, and compliance:** Timely completion of all fellowship activities and deliverables and professional conduct throughout the fellowship.
- **Learning and reflective practice:** Contribution to collective learning by documenting insights, challenges, and recommendations for future programming and communication strategies.

13. General Clause

13.1: Ownership: All photographs? /videos/ contents produced will be treated as MJF property. Subcontracting is not allowed.

13.2: Disclaimer: Manusher Jonno Foundation reserves the right to accept or reject any application without providing reasons.

13.3: Disclosure of information: Fellows must maintain confidentiality of all information unless authorized by MJF.

13.4: Safeguarding Policy: Fellows must comply with the MJF's safeguarding and child Protection policy. Any violation may result in termination and further action.

13.5: Dispute Resolution: Any disputes arising from this ToR shall be resolved through negotiation.

13.6: Amendment Clause: This ToR **may only be amended** through written agreement signed by both parties.

13.7: Performance Standards: All work and services shall comply with the agreed quality standards. Any substandard performance shall require timely corrective action and may result in penalties or termination of the agreement if not adequately addressed.

14. How to Apply

Interested reporter /journalist from CHT districts (Khagrachari, Rangamati and Bandarban) are invited to submit application along with a CV and an Expression of Interest (*According to the attached format in Bangla or English*) to lalmohan@manusher.org & CC to: asad@manusher.org with mentioning the subject: "Application for Media Fellowship" by 18 May,2026.

14.1: **Required Documents:** Copy of Tax Identification Number (TIN), Tax acknowledgement receipt/certificate, NID, Office ID.

(Women journalists and journalists from ethnic communities are encouraged to apply).

Prepared by Nikhil Chakma, Project Coordinator MJF	Approved by
Signature:  28.04.2026	Signature:

For any clarifications or queries please communicate to **Tuhin Chakma** (Technical Officer-MJF) Contact number: 01616334780

Attachment-1: A brief on PRLC project

Attachment-2: Expression of Interest Template

Attachment-1

A brief of PRLC project

Background of PRLC project

The Chittagong Hill Tracts (CHT) is a region of Bangladesh with a diverse culture and geography, featuring steep hills and narrow valleys that are often remote and inaccessible. Unfortunately, Rangamati, Bandarban, and Khagrachari, the three districts, experience significant poverty rates, above-average neonatal death rates, seasonal food shortages lasting up to six months, and poor water and sanitation leading to preventable diseases in children. These conditions make climate-resilient livelihood development and watershed management crucial in the CHT in order to address climate change and natural resource degradation. To alleviate poverty and improve the livelihoods of extremely low-income households in the CHT, MJF and UNDP have collaborated on the "Partnership for Resilient Livelihoods in the CHT Region" project since January 2023, with funding from the European Union. Its top priorities include market access, climate-resilient agriculture, social safety nets, and the well-being of marginalized people, with a particular focus on gender equality, women's empowerment, and accessibility for individuals with disabilities. The project also employs the UNDP's Integrated Farm Management-Farmer Field School (IFM-FFS) model for livelihood promotion, which has been implemented in the three hill districts since 2017 through the Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) project.

The project will reach 20,000 households and approximately 98,000 people focusing on improving the wellbeing of the poor and marginalized in 8 Upazilas and 26 Unions of the CHT.

Intervention Area and Partnerships: The intervention covers 8 Upazilas and 26 unions across the three hill districts of Rangamati, Bandarban, and Khagrachari. It is implementing in collaboration with nine CHT based organizations:

District	Working Upazila	Working Union	Name of the partner
Rangamati	Sadar	BandukBhanga, Balukhali Magban	ASHIKA Development Associates [ASHIKA]
	Beliachhari	Belaichhari, Farua, Kangra Chhari	Hill Flower [Hill Flower]
	Jurachari	Dumdumya, Maidong	Taungya [Taungya]
	Jurachari	Juraichari Sadar, Banjugichara	Progressive
Bandarban	Thanchi	Balipara, Remakri, Thanchai, Tindu.	Bolipara Nari Kalyan Samity [BNKS]
	Lama	Gajalia, Lama, Sarai, Faitong	Gram Unnayan Sangathon [GRAUS]
	Sadar	Rajvila, Tankabati	Tahzingdong [Tahzingdong]
Khagrachari	Guimara	Sindukchhari, Hafchhari, GuimaraSadar	Assistance for the Livelihood of the Origins (ALO)
	Laxmichari	Barmachari, Dulyatali, Laxmichari Sadar	Trinamul Unnayan Sangstha [TUS]

Overall objective:

To contribute to poverty reduction and resilient livelihoods of extremely poor households in the three Chittagong Hill Tracts (CHT) districts of Bangladesh

PRLC project beneficiaries and stakeholder groups:

The project aims to help those who struggle to access services and resources, such as the extremely poor (males 30%, females 67.5%, transgender 0.5%, and persons with disabilities 2%). 10% of youth will be included, along with female-headed households, the elderly, widowed, and those with disabilities.

Stakeholders: The project intends to work closely with Ministry of Chittagong Hill Tracts Affairs (MoCHTA), Chittagong Hill Tracts Regional Council (CHTRC), three Hill District Councils (HDCs); relevant line departments local elites and leaders, including teachers, Circle Chiefs, traditional leaders such as karbari, headmen, community leaders, in CHT. At national level, relevant ministries.

The project plans to hold policy dialogues to discuss capacity building for partners to advance the SDGs in CHT. The major institutions i.e., MoCHTA, CHT Regional Council and three Hill District Councils, CHT Land Commissions, Ministry of Legislative and Parliamentary Affairs through MoCHTA, ERD, Planning Commissions, elected representatives, traditional leaders, and women leaders, Youth from both Ethnic and Bengali communities residing in the hot spots in the CHT, Volunteer mediator networks.

Project outcomes and major activities:

Outcome	Key Activities
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<p>1. Sustained livelihoods and income generation amongst the target households in the CHT districts</p>	<ul style="list-style-type: none"> • Formation of Climate-smart Integrated Farm Management Farmer Field School (IFM-FFS) groups and conduct FFS sessions. • Skill development training and input support for selected participants on entrepreneurship, high value crops • Provide support community-managed market collection points and improvement of the marketplace. • Capacity building support for line departments and skill development training for youth and job placement for them
<p>2. Improved and sustained nutrition practices for a better and healthy lifestyle for the extremely poor households in CHT region</p>	<ul style="list-style-type: none"> • Formation of mother and children (Maa ebong sishu) forum, adolescents club with boys and girls, and conduct awareness sessions • Demonstration on preparing quality food, home visit, support to SAM and MMM children and training on home stead gardening and poultry. • Organize health camp, provide food package for MAM children. • National Seminar on Implementation of National food and nutrition Security policy plan of Action
<p>3. Increased investment of resources by local communities and the Government aimed at the most vulnerable regions and population segments in the CHT districts</p>	<ul style="list-style-type: none"> • Developing community volunteer groups on disaster preparedness and management • Installing rainwater harvesting system in the water crisis areas • National/District level dialogue/ sensitization workshop with government institutes/ traditional leader to avail government social safety net program and other services. • Introduce on Social Accountability Tools (SAT)
<p>4. Strengthened implementation of propoor policies, especially for the CHT areas (Implemented by UNDP)</p>	<ul style="list-style-type: none"> • Support to HDCs and CHTRC with the harmonization of laws applicable in CHT • Support to CHT land commissions • Advocacy for SDGs implementation in CHT • Local volunteer mediator’s forum for conflict mediation and peace building

Attachment -2: Template of Expression of Interest (EoI)

Expression of Interest

(আগ্রহ প্রকাশ পত্ৰ)

(আপনি ককি এই কেল ানশলপ অংশগ্রহি করার আগ্রহ প্রকাশ কলরলেি তা নিলনাক্ত প্রশ্ন ক াতালেক নেস্তানরত ন খ়ি)

১) আপনি বর্মত ানি ক াি পত্ৰি ার সানে জনির আনেি ? এটি ন আঞ্চনি / জারীয় পত্ৰি া ?

২) র বের ধনর আপনি সাংবানি র়ার সানে জনির আনেি নবস্তানরনর বি়ি ?

৩) আপনি ন এর আনে খনি এই ধরনির কেনিনিপ করাগ্রানমর সানে জনির নেনিি ?

৪) আপনি ন আপির কজিয় ToR এ উনিখর কেন াি উপনজিয় াজ রার মানিস রা কপাষি নরি ? নেন্ড নিত্ৰজনির (৭ নিি) সময় আপনি ন িরবরী়ু গ্রানম ো নর পারনবি ?

৫) আপনি ক ি এই কেনিনিপ করাগ্রানমর সানে জনির হয়ার আগ্রহ র াি নরনেি নবস্তানরর নিখ়ি ?

৬) এই কেনিনিপ করাগ্রাম কেন র নের উপ ারনিােীরা ন িানব উপ ্র হনবি বনি আপনি মনি নরি ?

৭) সনবাতপনর এই কেনিনিপ কেন আপনি ন িানব উপ ্র হনবি ?