

Terms of Reference (ToR)

Production and Broadcasting of two episodes of television talk show

Assignment	Production and broadcasting of a two-episode, 40-minute television talk show series
Overall Theme	Justice-Based Climate Finance and Gender-Responsive Climate Action: National and International Perspectives
	Episode 1: <i>Justice in Climate Finance: Is Quality Finance Reaching Those Who Need It Most?</i> Episode 2: <i>Advancing Gender-Responsive Climate Action: National Realities and Global Perspectives</i>
Focus	Episode 1: The discussion will emphasize the global climate finance gap, focusing on inadequate, unpredictable and poor-quality finance for climate-vulnerable countries and concerns over the shift from grants to investment-based finance. It will also assess Bangladesh's growing climate finance needs, the Climate Budget and BCCTF, identifying key gaps, challenges and opportunities to ensure finance delivers tangible benefits for vulnerable communities. Episode 2: Climate change affects people differently across gender, socioeconomic, disability, age, ethnicity and location. The discussion will examine gender-responsive approaches in climate policies, finance, planning and implementation, identifying opportunities to strengthen inclusive, equitable and intersectional climate action.
Target Audience	Policymakers, practitioners, researchers, communities and donors.
Guests	Maximum three guests per episode, with diverse expertise and perspectives; possible categories include government, climate-finance experts, CSOs, vulnerable communities, gender experts, private sector and donors. Guest composition should ensure gender balance
Responsibility of service provider	Content development, guest coordination, production, moderation, graphics, editing, factual review, ensuring visibility of MJF and donor, broadcasting and provision of broadcast evidence/reach data.
Responsibilities of MJF	Provide thematic direction and key messages; support speaker identification; review concepts/questions; ensure factual and thematic consistency and payment.
Required experience of service provider	TV talk-show production; development/climate/gender/environment/governance issues; professional production facilities; experienced moderators; high-level guest network; evidence-based visual content development
Budget	Budget should consider program development, moderator, guests, studio, technical equipment, graphics, editing, broadcasting, production team, logistics, digital materials, taxes/VAT and other applicable costs.
Payment	20% upon submission/approval of concept, production plan, guests and guiding questions; 80% upon submission of digital copy and broadcasting.
Safeguarding	Compliance with MJF safeguarding and child-protection policies is mandatory
Submission Deadline	06 October 2026; soft copy submission requirements are specified in the ToR.
Deadline of the assignment	Three weeks after signing of contract.

1. Background

Bangladesh is among the countries most vulnerable to climate change, despite its relatively low contribution to global greenhouse gas emissions. Climate-induced floods, cyclones, salinity intrusion, river erosion, drought, heat stress and other hazards are increasingly affecting livelihoods, food and water security, health, migration and local economies. These impacts are not experienced equally. Women, girls, Indigenous peoples, persons with disabilities, gender-diverse people, poor and marginalized communities, and natural resource-dependent populations often face disproportionate risks due to existing social, economic and institutional inequalities.

In this context, climate finance is not simply about how much money is mobilized, but also about who receives it, who decides how it is used, whose priorities are reflected, and whether its benefits reach those most affected. Justice-based climate finance therefore emphasizes equity, rights, transparency, accountability and inclusion, with greater access to resources for climate-vulnerable countries and communities with limited capacity to respond to escalating risks.

For Bangladesh, ensuring that international and domestic climate finance reaches vulnerable communities remains a critical challenge. Despite important policy and institutional frameworks, gaps persist in accessing international finance, aligning investments with local priorities, strengthening institutional coordination, tracking climate expenditure, and ensuring meaningful participation of women and marginalized groups in decision-making. Strengthening the link between climate finance, local priorities and community-led action is essential for equitable and sustainable climate resilience.

At the same time, gender-responsive climate action is increasingly important. Climate change can deepen existing inequalities by increasing unpaid care work, disrupting livelihoods and education, limiting access to resources and services, and heightening risks of gender-based violence and child marriage. However, women and marginalized groups are not merely victims; they are also important agents of adaptation, natural resource management, disaster preparedness and community resilience. Recognizing their knowledge, leadership and decision-making roles is therefore essential.

International debates on climate justice, adaptation finance, loss and damage, gender-responsive finance and locally led adaptation raise critical questions: Is climate finance reaching those who need it most? Are historical responsibilities adequately reflected in global finance commitments? Is finance sufficiently responsive to gender and social inequalities? How can Indigenous and local knowledge inform climate investments? And how can Bangladesh strengthen its access, accountability and influence within international climate-finance mechanisms?

Against this backdrop, the proposed two-episode, 40-minute television talk show series on “Justice-Based Climate Finance and Gender-Responsive Climate Action: National and International Perspectives” will bring together policymakers, experts, researchers, civil society representatives and grassroots voices to examine these issues and identify practical pathways toward more equitable, inclusive, gender-responsive and accountable climate action.

2. Purpose of the Assignment:

Episode 1: Justice in Climate Finance: Is Quality Finance Reaching Those Who Need It Most?

The purpose of this assignment is to develop, produce and broadcast a high-quality 40-minute television talk show that:

- Raises public awareness about climate finance and climate-finance justice.
- Explains why climate finance needs to be equitable, inclusive and accessible.
- Discuss whether existing climate finance mechanisms are effectively reaching the communities most vulnerable to climate change and assesses their alignment with the principle of Common but Differentiated Responsibilities and Respective Capabilities (CBDR-RC), particularly in light of the International Court of Justice (ICJ)'s recent advisory opinion on States' obligations concerning climate change.
- Brings gender equality and social inclusion perspectives into the climate-finance discussion.
- Explores barriers faced by women, Indigenous Peoples, local communities and other marginalized groups in accessing climate finance.
- Promotes greater transparency, accountability and participation in climate-financing and its decision-making.
- Highlights the importance of adaptation finance and locally led climate action.
- Encourages policymakers, donors, financial institutions, civil society and the private sector to strengthen justice-oriented climate financing.

Episode 2: Advancing Gender-Responsive Climate Action: National Realities and Global Perspectives

The talk show will particularly seek to:

- Raise public awareness of the disproportionate impacts of climate change on women, girls and marginalized groups.
- Examine Bangladesh's policy and institutional responses to gender-responsive climate action and identify key gaps and opportunities.
- Highlight women's leadership and local knowledge in climate adaptation, disaster risk reduction, natural resource management and community resilience.
- Explore the link between gender-responsive climate action and climate finance, including whether resources are adequately addressing the priorities of vulnerable women and marginalized communities.
- Connect national realities with global climate commitments, including discussions on gender-responsive climate finance, adaptation, loss and damage, locally led action and climate justice.
- Come up with suggestions for strengthening gender-responsive, inclusive and equitable climate action in Bangladesh.

3. Key Discussion Theme

Main Theme:

Episode 1: Justice in Climate Finance: Is Quality Finance Reaching Those Who Need It Most?

The discussion should be framed around the central question:

The current state of climate finance, particularly the gap between demand and supply, and the inherent injustices faced by climate-vulnerable countries in accessing adequate, predictable, and quality climate finance. The discussion will also explore how the global shift from grant-based finance towards investment-oriented finance may undermine the principle of CBDR-RC.

The climate finance gap in Bangladesh in relation to the country's growing climate-finance needs. The discussion will examine initiatives undertaken by the Government of Bangladesh to address this gap, particularly the Climate Budget and the Bangladesh Climate Change Trust Fund (BCCTF), and explore how these mechanisms can be made more effective in ensuring that climate finance delivers tangible benefits to climate-vulnerable communities. Key gaps, challenges, and potential solutions will also be highlighted.

Episode 2: Advancing Gender-Responsive Climate Action: National Realities and Global Perspectives.

The conversation ought to be centered on:

The importance of gender and intersectionality in climate action, recognizing that climate change affects people differently based on gender, socioeconomic status, disability, age, ethnicity, location, and other intersecting factors. The discussion will examine the existing approaches and tools for integrating gender considerations into climate policies, financing, planning, and implementation, and explore how these mechanisms can be further strengthened to ensure more inclusive, equitable, and gender-responsive climate action.

4. Target Audience:

Policy makers, practitioners, researchers, communities and donors

5. Program Duration

Each episode will be approximately 40 minutes, excluding commercial breaks.

6. Key takeaways from the discussion

Clear recommendations/messages for policymakers, donors, development organizations, financial institutions and citizens for national implementation and international negotiations.

7. Expected Participants

The production team should propose and coordinate 3 appropriate guests, ensuring diversity of expertise and perspectives.

8. Potential categories include

- Government/policy representative with expertise in climate finance;
- Climate finance or climate policy expert/researcher;
- Civil society/development-sector representative;
- Representative of a climate-vulnerable community or local organization;
- Gender and climate expert;
- Representative from a financial institution/private sector;
- Development partner/donor representative, where appropriate.

The final composition should ensure gender balance and diversity of perspectives.

8. Responsibilities of the Service Provider/Television Channel for each episode

The selected television channel/production agency will be responsible for:

Content Development

- Develop the program concept and detailed episode structure.
- Prepare discussion questions in consultation with Manusher Jonno Foundation (MJF).
- Develop a program brief and presenter/moderator briefing.
- Ensure that discussion points are factually accurate, balanced and accessible to general audiences.
- Incorporate relevant Bangladesh-specific examples, data and evidence.
- Guest Coordination
- Identify and propose suitable guests in consultation with MJF.
- Contact and coordinate with guests.
- Confirm guest participation and availability.
- Provide guests with program information and logistical details.
- Ensure appropriate gender and stakeholder representation.
- Production
- Provide an experienced moderator/presenter.
- Arrange studio/location, set, lighting, sound and technical equipment.
- Conduct pre-production briefing/rehearsal where necessary.
- Record and produce the 40-minute program.
- Ensure professional television-quality audio and video.
- Incorporate appropriate graphics, infographics, photographs, short video clips and other visual materials where relevant.
- Ensure appropriate branding and acknowledgement of Sweden government and MJF
- Edit the program professionally.
- Ensure appropriate sound and picture quality.
- Incorporate lower-thirds, captions, graphics and relevant data visualizations.
- Share a draft/final version with MJF for factual review before broadcast.
- Incorporate reasonable factual corrections/comments provided by MJF.

9. Broadcasting

Broadcast the completed 40-minute episode on the selected television channel. Ensure the program is broadcast during an agreed time slot with appropriate audience reach. Provide confirmation of the broadcast date and time. Provide evidence of broadcast and, where available, audience/reach information.

10. Responsibilities of MJF

MJF will:

- Provide the overall thematic direction and key messages.
- Support identification of appropriate speakers/resource persons.
- Review and provide feedback on the proposed concept and discussion questions.
- Review the program for factual accuracy and thematic consistency.
- Facilitate necessary coordination with relevant stakeholders.
- Provide approved branding/visibility materials.
- Make payment according to the agreed contract and deliverables.

11. Key Messages to be Promoted

Episode 1: Justice in Climate Finance: Is Quality Finance Reaching Those Who Need It Most?

The talk show may seek to communicate the following overarching messages:

- Climate finance is a matter of justice, not merely a financial issue.
- Those who are most vulnerable to climate change should receive fair and adequate support.
- Climate finance must be accessible to local communities and local actors, not only large institutions.
- Women and marginalized communities should have a meaningful role in climate-finance decisionmaking.
- Adaptation finance must receive greater attention in countries such as Bangladesh that face significant climate risks.
- Climate finance should be grant based, transparent, accountable and responsive to community priorities.
- Local knowledge and locally led solutions should be recognized and adequately financed.
- Climate-finance investments should generate measurable and equitable benefits for vulnerable people.

Episode 2: Advancing Gender-Responsive Climate Action: National Realities and Global Perspectives.

The talk show may seek to communicate the following overarching messages:

- Climate impacts affect women, girls and marginalized groups differently because of existing inequalities in access to resources, services, decision-making, mobility and economic opportunities.
 - Women are not only vulnerable they are agents of climate resilience.

- Gender considerations need to be embedded across climate policies, strategies, budgets, programs, projects, financing mechanisms, implementation and monitoring.
- Women and girls are not a homogeneous group. Climate vulnerability is shaped by intersecting factors such as poverty, disability, age, ethnicity, geographic location, livelihood, displacement and social exclusion. Climate action should therefore respond to diverse and context-specific needs.
- Climate finance must be gender-responsive.
- The quality of climate finance should be assessed not only by the volume of resources mobilized but also by who receives the finance, whose priorities are addressed, who participates in decisionmaking, and whether investments produce equitable outcomes.
- Women from climate-vulnerable communities should have meaningful participation—not merely representation in climate planning, financing and implementation at local, national and international levels.
- Gender commitments should be supported by clear indicators, gender-responsive budgeting, sex- and intersection-disaggregated data, monitoring mechanisms and transparent reporting of results.
- Bangladesh has important policy foundations, but implementation needs strengthening.
- Existing national climate and gender-related policies and mechanisms provide opportunities for advancing gender-responsive climate action. Greater institutional coordination, adequate financing, capacity development and effective implementation are needed to translate policy commitments into tangible benefits.
- International commitments on gender equality, adaptation, climate finance and loss and damage should result in accessible resources and meaningful support for women and marginalized communities facing climate impacts on the ground.

12. Expected Deliverables for each episode

The selected service provider will deliver:

- Program concept and detailed production plan.
- Proposed list of guests/resource persons.
- Detailed discussion guide/questions.
- Moderator/presenter briefing.
- A professionally produced 40-minute television talk show.
- Relevant graphics, captions and visual materials.
- Final broadcast-ready master copy.
- Broadcast of the program on the agreed television channel.
- Broadcast confirmation/documentation.
- Digital copy of the final program for MJF's communication and knowledge-sharing purposes.

13. Duration and Timeline

The assignment is expected to be completed within three weeks from the date of signing the agreement.

14. A tentative schedule may include

- Activity
- Initial briefing

- Concept and program design
- Guest identification and confirmation
- Discussion guide/final production plan
- Recording/production
- Editing and review
- Finalization
- Television broadcast
- Submission of final materials

15. Required Qualifications and Experience of the Service Provider

The television channel/production agency should have:

- Proven experience in producing and broadcasting television talk shows.
- Demonstrated experience in development, climate change, gender, environment, governance or social issues.
- Access to professional television production facilities.
- Experienced presenters/moderators capable of handling policy-oriented discussions.
- Strong network for identifying and coordinating high-level guests.
- Capacity to develop visually engaging and evidence-based television content.
- Proven capacity to deliver program within agreed timelines.
- Experience in producing content for both television and digital platforms will be an advantage.

16. Editorial and Quality Standards

The program should:

- Maintain factual accuracy and credibility.
- Present diverse perspectives while remaining focused on the theme.
- Avoid overly technical language and explain complex climate-finance concepts in simple terms.
- Ensure gender-sensitive and inclusive language.
- Avoid political bias and personal attacks.
- Ensure that vulnerable communities are represented respectfully and meaningfully.
- Clearly distinguish evidence, expert opinion and individual perspectives.
- Ensure that all statistics and claims used in the program are properly verified.

17. Budget

The financial proposal should include all costs associated with the assignment, including, as applicable:

- Program development;
- Presenter/moderator;
- Guest coordination;
- Studio/production facilities;
- Camera, lighting and sound;
- Graphics and animation;
- Editing and post-production;

- Broadcasting/airtime;
- Production team;
- Transportation and logistics;
- Digital clips/promotional materials;
- Applicable taxes and VAT;
- Any others cost applicable for production.

The bidder should provide a clear and itemized financial proposal.

18. Selection Criteria

Proposals will be assessed based on:

Criteria Weight

Sl. No.	Criteria	Percentage
1	Relevant organizational experience	20%
2	Quality of proposed program concept and approach	25%
3	Experience in producing policy/development-focused television programs	15%
4	Quality and experience of proposed presenter/moderator	10%
5	Technical and production capacity	5%
6	Financial proposal	10%

19. Proposal Submission Requirements

Interested television channels/production agencies are requested to submit:

- Brief organizational profile.
- Relevant experience and examples of similar television program.
- Proposed concept/approach for the 40-minute talk show.
- Proposed program structure.
- Proposed presenter/moderator and brief profile.
- Proposed list/categories of guests.
- Production methodology and work plan.
- Broadcasting plan and proposed time slot.
- Financial proposal with detailed cost breakdown.
- Relevant supporting documents and references.

20. Ownership and Usage Rights

The final program, recorded materials, graphics and other outputs produced under this assignment will be used by Manusher Jonno Foundation for program communication, advocacy, knowledge sharing and noncommercial purposes.

The service provider shall not use or distribute the final materials for commercial purposes without prior written approval from Manusher Jonno Foundation.

21. Expected Outcome

The two talk shows will help shift the public and policy narrative from viewing climate change primarily as an environmental challenge to understanding it as an issue of justice, inequality, finance and rights strengthening the case for climate action and finance that are inclusive, gender-responsive, locally grounded and responsive to the needs of the most vulnerable.

22. Mode of Payment:

A payment schedule is given below against the deliverables

Sl. No	Deliverable	Payment schedule
1	Submission of program concept and detailed production plan with proposed list of guests/resource persons and guiding questions for discussion.	20% of the total amount
2	Submission of digital copy and broadcasting by TV channel	80% of the total amount

20. Copyright and Ownership of Assignment:

MJF reserves the copyright of all information, findings and the final documents produced through this process.

23. General Clause:

All documents prepared during the assignment will be treated as MJF property. Assignment will not be sub-contracted to anyone.

- If any 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 MJF in writing to Md. Ahsanul Wahed, Program Manager, before 10 days ending of Consultancy period. Request for Extension must be submitted with proper justification.
- If required any change in the **Scope of Work** by MJF, it should be rationalized in written with 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.
- The consultant/team will be responsible for all their costs including taxes, subsistence, transport and accommodation.
- Submissions which do not meet all the basic requirements will not be reviewed.

24. Penalty Clause: If the agreed deadline and / or deliverables are not adhered to by the consultant/team, financial penalties will be imposed upon the consultant/team in terms of payment. This is specified as follows:

- In case of delayed submission of the deliverables up to one-month delay, 30% 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 50% of the contract value.
- Confidentiality of all aspects of the assignment is to be assured by the consultant/team at all times.

25. Disclaimer:

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/ application without assigning any reason what so ever.

26. Discloser of information:

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Manusher Jonno Foundation, any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultants on a need-to-know basis.

27. Safeguarding /Protection Policy:

The individual consultant /team/Firm shall comply with the MJF's Policy on safeguarding and child Protection policy. Any violation /deviation in complying with MJF's Policy on Children Protection and vulnerable adults will not only result-in termination of the agreement but also MJF will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of MJF's safeguarding policy.

Soft copy of technical and financial proposal along with organizational profile, copy of TIN, BIN, Updated Tax return acknowledgement, NID etc. should be submitted to by e-mail to: procurement@manusher.org by **06 October 2026**.