



Until we are all equal

Terms of Reference (ToR): Hiring agency for documentation of Best Practices/ Stories of Changes for Youth Empowerment and Inclusive Community Resilience Initiative

a. About Plan International Bangladesh

Plan International began working in Bangladesh in 1994. At Plan International Bangladesh, we encourage children and young people to be leaders in their communities and drive progress on the issues that matter to them. We also integrate gender equality and inclusion across all areas of our work.

The vision of Plan International's 2020-2030 country strategy is to empower girls and young women to be heard, to live without fear of violence, and to achieve their rights. The strategic priorities are focused on children and youth leadership, girls' decision making and young women's control over resources. These priorities will contribute towards achieving the SDG goal of Gender Equality by empowering children and youth leaders as agents of change of gender norms and decision-making.

b. About the project

The project seeks to sustain access to inclusive, rights-based programs that empower youth toward economic well-being, strengthen community advocacy for inclusive workplaces and professional development opportunities, facilitate access to legal support, and address the impacts of climate change initiatives previously supported under the USAID-funded program. The key objective(s) of the project are:

Objective 1: To empower youth from the Gender Diverse Population (GDP) through professional development and inclusive employment opportunities

Objective 2: To strengthen community engagement and ensure inclusive participation in development and governance processes

Objective 3: To build resilience and access to justice by addressing legal, social, and climate-related vulnerabilities

c. Objectives of the video documentary:

- Document the lived experiences, challenges, and resilience of the hijra community in accessing rights, services, and economic opportunities.
- Highlight the impact of project interventions on improving livelihoods, skills development, and social inclusion of the hijra community members.
- Raise awareness among key stakeholders—including policymakers, employers, and the general public—on the importance of inclusive practices and equal rights.
- Showcase success stories and positive changes, inspiring wider community acceptance and replication of inclusive development initiatives.
- Support advocacy efforts by providing evidence-based visual storytelling that promotes gender equality, dignity, and access to opportunities for gender-diverse populations.

d. Scope of work

The agency will have the opportunity to be creative in their documentation considering the nature of the interventions as experiences, challenges, and resilience of the hijra community in accessing rights, services, and economic opportunities for Hijra community. The agency should consider how the documentation will influence government, donors, and media.

e. Deliverables:

- Submit a work-based schedule detailing the pre-post production plan, process, and activities considering the deliverables and timeline;
- 3-5 minutes documentary (4k resolution) showcasing full intervention of Youth Empowerment and Inclusive community Resilience Initiative program modality will be confirmed with the stages of narrative/script development, shooting, editing, Voiceover, sub-title in English, text, and info-graph animation, etc.
- The Project partner team will arrange the interview schedule and communicate with the stakeholder.
- Hired team need to stay 3/4 days at shooting spot -Dhaka
- 10 quality photographs for each participant (total max 60) will be required (headshot and action-oriented photograph & candid photographs of the project participants receiving services from our projects). Still photos with high resolution (4k resolution) must be needed.
- Submit all raw footage and collected photos must be shared on an external hard drive.
- Share B-roll separately
- The voice-over of the video will be both in Bangla and the subtitle will be in English
- The agency will also explore creative ideas and opportunities for dynamic activities to make the documentation a success in consultation with **Plan International** Bangladesh and its new guidelines.

Technical proposal must include:

- Details of the videographer, cinematographer
- Details of proposed camera equipment
- Methodology and work plan with a timeframe
- Experience working with similar types of organizations
- Previous experience with similar types of work especially graphic designing, audio-visual, and material development

f. Duration and Timeframe

The total duration for the assignment will be 10 days after signing of the agreement and that must be completed and delivered on or before **30 May 2026**. The anticipated timeline is presented below:

Sl. No	Activities	Timeline
1.	Inception meeting to conceptualize the overall project interventions and assignment	1 day
2.	Prepare and share a work-based schedule considering the deliverables and timeline	
3.	Review project and related documents to understand the context and expectation of video production	
4	Prepare and submit draft script, ideas/storyline and communication pathway/guideline of all video materials	2 days
5	Finalize storyline/ ideas of videos including testimonies and present a mock session/pilot of the interview questions with story collectors before going to collect footage	
6	Orientation on Plan's policies and approaches to Safeguarding and Gender Equality & Inclusion and Gender Transformative Programming and Influencing	
7	Obtain family permission for child participation in advance of filming (consent form)	During documentation
7	Shooting and photography in the field for video content and photo collection including planning and preparation (StS Project team identifies the participants and location for shooting.)	2 days
8	1 st draft of the video materials will be shared with Plan International as a rough cut	2 days

Sl. No	Activities	Timeline
9	Incorporating feedback from Plan International, 2 nd draft of the videos will be submitted with a subtitle transcript and voice over	1 days
10	3rd and final version of the videos will be submitted to Plan International incorporating 2nd review and feedback with	1 days
11	Submit the final report on the assignment complication	1 day

g. Assignment will be Carried as Out Follows

- After the expression of interest, the agency/individual will be called for a concept brief and consultation, after that the agency/individual can go for the bidding process.
- Modify and revise the plan upon requirement together with Plan International Bangladesh.
- Deliver the items as mentioned in the deliverables part to the Youth Empowerment and Inclusive Community Resilience Initiative Project of Plan International Bangladesh.

h. Contact Person

For any clarification related to the content, the agency/individual will contact Enamul Haque, Admin and Procurement Specialist ; Email : Enamul.Haque@plan-international.org,

i. Competencies and Experiences

- The Agency/ firms should have demonstrated experience in developing quality video documentation.
- The successful agency/firm will have strong competencies and previous experience in how to communicate effectively with diverse groups of children from low-resource settings, as well as strong experience in how to collaborate with children in creative processes/projects, and how to represent children's perspectives in storytelling and multi-media.
- Proven track record of working with community people, and duty bearers in schools, out-of-school, and community settings particularly semi and no literate adolescents and adults;
- The Agency/firms should have basic knowledge and previous experience documenting topics with adolescent girls, adolescent boys, parents/caregivers, community members, and other stakeholders such as girls' rights, SRHR, Gender Equality, Child protection and prevention, Gender-based violence, Child rights violations, and economic empowerment issues of Bangladesh – is mandatory if he/she/they are familiar with the specific communities the project targets/operates in.
- Expert in video content development through storytelling for the purpose of fundraising, advocacy, influencing, and social media;
- Technical skills in videography, video editing, motion-graphic, video presentation, photography, and post production.

Additional qualifications of the candidate:

- A Master's degree in Journalism, Mass Media communication, or equivalent Social Sciences background;
- Previous experience working on audio-visual development;
- Proven track record of effectively working with low and no educated rural people and religiously sensitive society in Bangladesh;
- Excellent written and verbal communication skills in Bangla & English.

j. Mode of Payment

The mode of payment will be through account payee cheque /bank transfer in the name of the firm.

- 1st Payment: 30 % of the total contract value of the First Phase, after the final submission of inception planning and signing of the contract.
- 2nd Payment: 40% of the total contract value of the Second Phase will be provided after completing scripting and shooting.
- The remaining 30% of payment of the assignment will be made in the 3rd Payment schedule after submitting all the products and the final report or ensuring the deliverables.

k. Evaluation criteria

- Relevant competency/ experiences of team leader and team composition (team composition, contextual understanding, multi-media related expertise, relevant thematic experience, work sample): 35
- Appropriate methodology to address study objectives (conceptualization, method, equipment, writing skill, Equity, diversity and inclusion): 40
- Value for Money: 25

l. Penalty Clause

The agency is expected to provide services within the agreed timeframe as well as to submit the final report maintaining the quality as mentioned above. If for any reason, the agency fails to deliver services within the stipulated time, the agency/ firm needs to inform Plan International Bangladesh well ahead of time with a valid and acceptable explanation. Failing to do this may evoke a penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned Plan International Bangladesh will deduct 5% of the total agreement amount.

m. Submission Checklist

- Concept paper with a detailed timeframe (including dates for submission of the first draft, dissemination of findings, and final report).
- Prior experience conducting other relevant projects and similar documents production (share example of videos and photos)
- CVs of the team leader and key members of the team which reflects relevant experience to conduct the study (Annex).
- Financial proposal
- Copy of VAT registration certificate (for consulting firm) & valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of the cost for the assignment with a detailed breakdown. The budget should not contain income tax as a separate head; it can be blended with the other expenditure, as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to the government treasury. The Agency/consulting firm is expected to provide a justified budget, which is consistent with the technical proposal.

n. Submission of Proposal

The technical and financial proposals should be submitted electronically to the email address: planbd.purchase@plan-international.org with an email title “**Proposal for Documentation Best Practice for Youth Empowerment and Inclusive Community**” as the subject line. The proposal should be submitted in MS Excel or PDF format through email.

Submissions after the deadline of **09 May, 2026** will be treated as disqualified.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

o. Ethical Considerations

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, by the Ethical Framework and our Child and Youth Safeguarding Policy of Plan International. All bidders should include details in their proposal on how they will ensure ethics and child protection in the story, video, and still photo collection process, such as what the risks of harm to children are and how these will be mitigated by the hired firm. Specifically, the bidder shall explain how appropriate, safe, and non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children, young people, and other vulnerable

groups. The Agency(s) shall also explain how the confidentiality and anonymity of participants will be guaranteed.

The Agency(s) should be aware that there will be nothing in this assignment that may be harmful to respondents regarding legal or medical grounds. No one would be forced to provide information for the expected outputs/deliverables of this assignment. The objectives will be clearly explained to all the respondents of this assignment before gathering stories/data/photos/videos from them. The story, photos/video collectors will be abstained from collecting stories, videos, and photos from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent from the respondents should be taken before collecting stories, videos, and photos.

p. Bindings

All stories, videos, photos, documents, papers, and data produced during this assignment shall be treated as Plan International Bangladesh’s property and restricted for public use. The contracted Agency team /consulting firm will submit all original stories, photos, videos, documents, materials, and relevant data to the country office of Plan International Bangladesh before receiving the final payment.

q. Negotiations

Once the proposal is evaluated, Plan International Bangladesh may enter negotiation with one or more than one Agency teams/consulting firms for final selection. If negotiations fail with one bidder, Plan International Bangladesh will invite another Agency team /consulting firm whose proposal was received and eligible for negotiation as the next choice. If none of the invited proposals led to an agreement fresh Requests for Proposals (bidding document) will be circulated.

r. Award of contract

The Agency team/consulting firm expected to commence the assignment within 2 days of signing the contract.

s. Risk Management

The Agency team must take all reasonable measures to mitigate any potential risks to the delivery of the required outputs of this assignment in time meeting the expected quality, and in the context of COVID-19.

t. Global Policy on Safeguarding Children and Project participant

The firm/individual shall comply with the Child Protection Policy of Plan International Bangladesh. Any violation /deviation in complying with Plan’s child protection policy will not only result-in the termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance with Plan’s Child Protection Policy.

a) Non-Staff engaged by Plan International Inc. (PII) Code of Conduct: The firm/individual shall comply with the Non-Staff engaged by Plan International Inc. (PII) Code of Conduct of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Non-Staff engaged by Plan International Inc. (PII) Code of Conduct will result-in termination of the agreement.

b) Anti-Fraud, Anti-Bribery, and Corruption: The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Bangladesh. Any violation /deviation in complying with Plan’s Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of the agreement.

u. Disclaimer

Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

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