

**Terms of Reference (ToR)
For**

Production of Video Documentary as knowledge Product – School Led Community Resilience to Disaster and Climate Risks project

1. Background:

SKS Foundation has been working as a nongovernment development organization in Bangladesh since 1986. Currently, we are working in the areas of livelihood, human rights, woman rights and empowerment, health, nutrition and hygiene, wash and waste management, renewable energy, DRR and Climate change, renewable energy as well as good governance etc. With Technical and financial support of Muslim Aid UK Bangladesh Field Office, the SKS Foundation has been implementing a project “School Led Community Resilience to Disaster and Climate Risk (SLCRDCR) Project” in Sundarganj Upazila under Gaibandha District.

This project “School Led Community Resilience to Disaster and Climate Risks“ will develop schools and communities resilience to disasters. It has been largely felt that vulnerable communities in climate hotspots are being blindsided by cascading climate disasters without any means of prior alert, resulting in loss and damage. The implementing The Comprehensive School Safety Framework (CSSF) 2022-2030 to support the education sector policy-makers, planners, school administrators, and their stakeholders and partners to promote sustainability, and resilience in the education sector. The framework provides a comprehensive approach to resilience and safety from all hazards and all risks confronting education sector populations, systems and programs. It supports access, quality, and management strategies in the building resilience education sector. Through this project, focus will be on strengthening the school/stakeholder’s capacity regarding safer education to realize their full potential and actions including strengthening community resilience to disaster and climate risks.

This project implementing in 17 schools and 17 communities under selected targeted areas. It is a comprehensive and holistic approach, wider integration of different hazards (e.g. flood, fire, drought, reduce carbon footprint as part of climate mitigation measure etc) and also highlighting underlying risk factors for children’s resiliency and preparedness for disasters, including social protection; education; health; nutrition; child protection and WASH (water, sanitation & hygiene) vulnerability status of the children in the intervention schools.

2. Objectives of this Assignment:

- The overall objective of this assignment is to produce a high-quality documentary video highlighting the transformative journey of a DRR Champion under the School Led Community Resilience to Disaster and Climate Risks (SLCRDCR) Project.
- The documentary will demonstrate how an ordinary student develops into a capable DRR Champion through project-supported capacity building initiatives and becomes an active change agent for promoting school safety, community resilience, disaster preparedness, and climate risk awareness.
- The video will also showcase the contribution of safer school infrastructure and community resilience investments in creating a safer learning environment and resilient communities.

3. The specific objectives of this assignments are as follows:

- Present the personal journey of a selected DRR Champion from a general student to a trained and empowered youth leader.
- Demonstrate the knowledge, skills, and confidence gained through project interventions, including DRR, climate change adaptation, early warning, first aid, school safety, and community resilience.
- Capture the active role of the DRR Champion in:
 - Supporting School Safety Plan (SSP) development and implementation.

- Contributing to Gender Action Plan development and promoting inclusion and gender-sensitive approaches.
- Participating in flood simulation exercises and fire drills.
- Supporting awareness campaigns and preparedness activities in schools and communities.
- Disseminating disaster risk reduction and climate change knowledge among fellow students, family members, neighbours, and community people.
- Engaging with School Disaster Management Committees (SDMCs), Community Disaster Management Committees (CDMCs), and local stakeholders.
- Promoting early warning and early action messages within the community.
- Showcase visible improvements achieved through the project, including:
 - Resilient school infrastructure developed under the School Safety Plan.
 - Safer and climate-resilient community communication roads and bridges supported through the SSP process.
 - Improved preparedness, safety practices, and resilience among students, teachers, and communities.
- Capture perspectives from students, teachers, parents, School Management Committees, community leaders, and local government representatives regarding the contribution of DRR Champions and project interventions.
- Demonstrate how school-based resilience initiatives create wider impacts beyond schools and contribute to community-level disaster preparedness and climate resilience.

4. Covering Locations/Programmes

Location /Upazila/District	Programme
5 unions of Sundargonj, Gaibandha	Humanitarian Project- "School Led Community Resilience to Disaster and Climate Risk (SLCRDCR) Project"

5. Proposed Storyline and Key Elements to be Covered

The documentary should follow a storytelling approach centered on one DRR Champion and include the following segments:

Part 1: Introduction

- Introduction of the school and community context.
- Disaster and climate risks faced by the area.
- Introduction of the selected DRR Champion.

Part 2: Transformation Journey

- How the student became a DRR Champion.
- Participation in trainings, orientations, awareness sessions, simulation exercises, and leadership activities.
- Skills and confidence developed through project interventions.

Part 3: DRR Champion in Action

- Participation in School Safety Plan development.
- Contribution to Gender Action Plan development.
- Engagement in flood simulation and fire drill exercises.
- Conducting awareness activities with peers and community members.
- Sharing early warning messages and preparedness information.
- Participation in Disaster Management Committee meetings and decision-making processes.

Part 4: Visible Changes and Resilience Outcomes

- Improved school safety measures.
- Resilient school infrastructure.
- Climate-resilient communication roads and bridges supported through SSP.
- Community preparedness and behavioural changes influenced by the DRR Champion and project interventions.

Part 5: Voices of Change

- Testimonials from teachers, parents, local government representatives, committee members, and community leaders.
- Reflections from the DRR Champion regarding personal growth and future aspirations.

Part 6: Conclusion

- Key achievements and lessons learned.
- Sustainability of DRR Champion initiatives.
- Message on building resilient schools and resilient communities through youth leadership.

6. Duration of the video:

The duration of the final version of video should be maximum 4.00 minutes.

7. Responsibilities

- Strictly follow the SKS and MABFO Communication and branding Guidelines.
- Travel to the targeted project area and develop the script prior to the provided thematic areas.
- **Prior informed consent (PIC)** with those individuals and communities who will be included in video footage
- Provide the draft script to SKS and MABFO focal person for comments and prepare the narration after finalization.
- Capture the video footage as agreed with SKS's Communication team and according to the script prepared.
- The consultants should use their own HD quality video camera and professional editing software for recording and editing.
- The documentary should be in both Bangla and English language with sub-titles in the video wherever required and should include crediting of ownership for the produced videos.
- Prepare draft videos documentaries and submit it to SKS for final review and feedback.
- Finalize and submit the videos as per the feedback provided by the SKS project team.

8. Deliverables:

- Produce the quality videos of the proposed project interventions meeting the optimal standard.
- Prepare the script and narration in English.
- Produce the FINAL professional quality videos ensuring that content is well edited, documented, and ready to be shared with subtitle in English.
- The voiceover in the video must be highly professional.
- Submit a storyboard and script for the documentary to SKS for approval before filming.
- Submit video with voice over in English.
- Present draft documentary to SKS at the end of the filming and incorporation of comments.
- Reduce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
- Present a complete maximum 4-minutes documentary film version (time can be allocated based on theme/areas) and hand over master copies to SKS.

9. Timeline: The video documentation will be completed in to 2 Phase and total period will be 1 month assignment. Details in below:

Phase-1: Script finalization and Video Capture	July 05- July 15, 2026
Phase-2: Final video submission	July 30, 2026

10. Payment:

1 st Payment -1 st Phase (Video Capture)	30%
Final Payment – After acceptance of final video	70%

11. Bidding/Tender Evaluation

The evaluation of tenders will be carried out based on the following key criteria and scoring points: {Total Evaluation Score (100) = Technical (20) + Financial (60) + Publication (20)}. So, the final selection of the potential Firm/Individual consultant does not depend on the lowest bidding amount, rather, depending on the total score obtained out of 100. Technical and Financial Proposals will be evaluated separately.

12. Non-Responsive Criteria/Proposal Cancellation:

- Submitted after the deadline.
- Missing signature, seal, or required documents (VAT, Tax and Trade Lenience).
- Non-compliance with technical specifications.
- Incomplete quotation or missing quoted price information.
- Arithmetic errors, overwriting, or alterations in financial offers.
- Conditional offer or deviation from tender terms and conditions.
- False, misleading, or inconsistent information provided.

13. Intellectual Property

All final materials, including raw files, scripts, and voiceovers, will be the exclusive property of SLCRDCR Project. The firm may not reuse, reproduce, or distribute the materials without written permission.

14. Contact Point

For any inquiries related to this ToR, the facilitator should contact:

Afruja Bulbul

Project Manager

School Led Community Resilience to Disaster and Climate Risks (SLCRDCR) project

SKS Foundation, Sundargonj, Gaibandha

Mobile: 01751889396

15. Submission

Interested consultants/firm are requested to submit the following documents:

1. Technical proposal
2. Financial proposal

Applications should be submitted to procurement@sks-bd.org on the mentioned date

All applications must be received **no later than 23 June 2026 by 5:00 PM Bangladesh Standard Time.**