

Terms of Reference (TOR)

Mainstream media coverage and audio-visual documentary on adverse impacts of climate change in coastal region of Bangladesh considering MAP CDRFI mechanism

1. Assignment Summary

Name of the project	Multi Actor Partnerships on Climate and Disaster Risk Finance and Insurance (MAP CDRFI)
Assignment timeline	90 days
Thematic area and focus	Media coverage will explore the climate-induced loss and damage faced by coastal communities, emphasizing the prospects of climate risk financing to enhance community resilience. It will also highlight the structures, coordination, and networking of Multi Actor Platform (MAP) stakeholders in promoting pro-poor, gender-responsive, and human rights-based CDRFI initiatives in the southwest coastal region of Bangladesh.

2. Introduction and Project Summary

CARE Bangladesh is implementing the BMZ funded 3-year MAP CDRFI project in the southwest coastal region of Bangladesh with the local implementing partner AOSED-An Organization for Socio-Economic Development. This is a multi-country consortium project which is now in 2nd phase and led by CARE Germany in cooperation with Germanwatch where other countries are Caribbean (Antigua and Barbuda, Barbados, Grenada, Dominica, St. Lucia), Malawi, Madagascar, Senegal, Philippines, Sri Lanka, including a regional and global focus. Bangladesh is being a part of this CARE Germany multi-country consortium project in the 2nd phase. The InsuResilience Global Partnership (IGP) which is in evolving process into the 'Global Shield against Climate Risks', looks for a more comprehensive application through this multi-country project considering poverty focused principles in a way that the CDRFI mechanisms established or under design focus on piloting, advancing and scaling up approaches which are adapted to the needs of poor and vulnerable populations and are poverty-focused, gender-equitable and human rights-based.

2.1 Project at a Glance:

Project Duration	1 July 2023 – 31 March 2026
Geographical Coverage	Khulna Division Bagerhat District: Sarankhola Upazila - Rayenda, Southkhali & Dhansagar Union Satkhira District: Tala Upazila - Islamkati, Jalalpur & Khesra Union
Thematic areas	Climate and Disaster Risk Financing and Insurance
Donor	German Federal Ministry for Economic Cooperation and Development – BMZ
Estimated stakeholder participants	Approx. 2750 persons

2.2 Project Outcome and Outputs:

The MAP CDRFI project of Bangladesh has the following outcome and three outputs.

Outcome: The structures, coordination and MAP stakeholders - governments, civil society, the private sector and academia - have consolidated their cooperation structure in the two focal areas, including increased involvement of vulnerable populations and local civil society working of MAP cooperating partners to promote poverty focused, gender-responsive and human rights-based CDRFIs have been strengthened with a focus on the two sub-national districts of Bagerhat and Satkhira.

Output 1: MAP stakeholders - governments, civil society, the private sector and academia - have consolidated their cooperation structure in the two focal areas, including increased involvement of vulnerable populations and local civil society.

Output 2: The structures of MAP collaborating partners and their networking together increase the evidence and awareness of the needs of local civil societies, especially women and vulnerable groups, and brings their perspectives to bear in modifying existing CDRFI mechanisms or developing new pilot approaches under the MAPs.

Output 3: Local civil society develops positions and proposals on how climate and disaster damages faced by vulnerable populations can be addressed through poverty-focused, gender-responsive and human rights-based pre-agreed CDRFI solutions.

3. Objectives of mainstream media coverage:

- Showcase the climate induced risks and loss & damage (L&D) facing by the communities as well as their demands through mainstream media to influence policy actors and stakeholders in accelerating the MAP-CDRFI process based on community-driven recommendations.
- Identify, highlight and represent the gaps, challenges, and lessons learned in implementing CDRFI in coastal Bangladesh, utilizing insights from the MAP to effectively disseminated these findings to policymakers, practitioners, and the public through media platform.

4. Scope of the Work

- Identify and documentation of the climatic shocks and stress observed in the southwest coastal region of Bangladesh (Khulna, Bagerhat, and Satkhira Districts).
- Represent and document historical trends of disasters observed in the southwest coastal region of Bangladesh.
- Identify and represent economic and non-economic loss and damage of livelihood, settlement, health, education and others due to climatic hazards and disasters.
- Document the realities of climate shocks and stresses experienced by local climate vulnerable communities especially fishers, farmers, small businessman, small scale entrepreneurs, displaced people and capturing their lived experiences over the past decades and their adaptation and indigenous coping mechanisms.
- Link these findings to the global climate context, highlighting the necessity of the Loss and Damage Fund for countries like Bangladesh. Emphasize the importance of showcasing the impact of climate shocks and stresses on vulnerable populations at the global level.
- Gather opinions and recommendations of policy actors, public representatives, experts and other relevant stakeholders including academia, government officials, representatives

from CSOs and NGOs, private sector, financial institutions (banks, insurance companies etc.) on gaps, challenges in popularizing the CDRFI.

- Highlight and find out the progress of MAP stakeholders and community's involvement and cooperation with Climate vulnerable people and civil societies in establishing the CDRFI in the coastal regions.

5. Methodology:

The media personnel/ institutions are free to propose the most appropriate designs for responding to the scope, learnings information collection questions. This section provides some preliminary thinking on the proposed approach and methodology which will need to be further developed in the proposal. The media coverage of the project will comprise both quantitative and qualitative methods to bring out the existing findings, learnings, success and integration and implementation on prospects of climate risk financing considering the national and international guidelines and policies. The methodology of the study may include:

- Review of main syntheses and findings from existing global and regional documentaries and reports on climate change, loss and damage and aspects of CDRFI.
- Previous story, data and information collection through secondary research.
- Primary data and audio-visual information collection through Key Informant Interviews with local communities, civil society organizations, government entities, private sector actors, and I/NGOs (from union to divisional level).
- Took interviews and perspectives of vulnerable communities and local stakeholders.
- Maintain proper documentation principles and comply with taking individual's photos/videos for the task

6. Key Deliverables and Timeline:

The consultancy is expected to commence on **24 December 2024**. The selected media representatives (e.g. Journalist/s) will have a maximum of **90 calendar days** for delivering the final output (audio-visual documentation and media publications) to AOSED and CARE from the signing of the contract to provide satisfactory final deliverables without fail.

Key Deliverables:

- Prepare a script (Bangla and English) and a detailed plan of action and methodology for collecting and accumulating information within **7 days** of the contract signing.
- Submit 1st edited version of audio-visual documentary for review to AOSED and CARE Bangladesh at least 15 days earlier to final version.
- A series of audio-visual reports consisting of 2-3 episodes of 2-3 minutes each to be aired on leading Bangladeshi television channels within 90 calendar days of contract signing.
- Soft copy of finally aired documents should be given in pen drive and google drive/one drive to AOSED and CARE Bangladesh.
- Provide a complete audio-visual documentation of the findings and outputs including English subtitles with the length of maximum 6 minutes.
- Share the list of the community people and selected stakeholders with whom they will reach, take audio-visual documentation and interviews
- Share all the raw footage used for the documentation process to AOSED and CARE Bangladesh.

7. Application Process:

If you are interested and feel competent in carrying out this very exciting consultancy work, please submit a technical and financial proposal in two separate documents.

- Technical Proposal: Resume of individual or team members.
- Application with cover page and reference.
- Detailed Technical-narrative proposal with clearly outlined methodology, timeline, assessment approach and techniques, Level of Effort of each member of the media personnel/institutions and tools to be employed (please don't include financial information in the technical proposal).
- A sample of at least 3 recently relevant broadcast reports (please share the Weblink).
- Application should include copies of appointment letter, TIN Certificate, and National ID Card

Financial Proposal: Filled out Financial Proposal that outlines the fees and associated costs including govt. circulated VAT & TAX and provided budget notes.

Hard copies of the Technical and Financial proposals should be submitted in a sealed envelope by **December 19, 2024** to the following address:

Chairman, Procurement Committee
An Organization for Socio-Economic Development (AOSED)
334 Sher-A-Bangla Road (1st floor), Khulna-9100, Bangladesh

8. Timeline:

This Assignment should be completed within 90 days of signing the final agreement.

9. Qualification:

a. Professional experience:

- Professional journalist working with renowned Bangladeshi media and working experience in the coastal region of Bangladesh for at least 10 years with focus on environment, climate change, disaster, loss and damage and other related fields
- Specialization or coursework in Environmental Journalism or Climate Science is highly desirable.
- Familiarity with global climate reports and financing frameworks, including those from the Intergovernmental Panel on Climate Change (IPCC) and the UN Framework Convention on Climate Change (UNFCCC).

b. Subject Matter Expertise

- Strong understanding of climate change science and its impacts, including key concepts such as greenhouse gases, carbon emissions, renewable energy, and climate adaptation measures.
- Proven ability to translate complex environmental and scientific data into accessible and engaging content for a broad audience.

c. Technical Skills

- Proficiency in audio-visual production, including camera operation, video/audio editing, and sound design, using industry-standard software (e.g., Adobe Premiere Pro, Final Cut Pro, Edius).
- Experience in scriptwriting and developing compelling narratives through storyboarding and visual storytelling techniques.

- Strong interviewing skills and ability to conduct on-camera interviews with experts, policymakers, and affected communities.

d. Field Reporting and Safety

- Demonstrated experience in environmental field reporting, preferably with a focus on climate change or related topics.
- Knowledge of safety protocols and risk assessment, especially when reporting from regions impacted by climate change, including areas affected by extreme weather or environmental disasters.

10. Communication: Regular progress updates will be furnished by the consultant to the project team of AOSED and CARE Bangladesh.

11. Approval: Every draft of the audio-visual document should be presented to AOSED and CARE for review and finalization.

12. Terms of Payment

The Consultant will be paid as per the following schedule:

PAYMENT MATRIX	
Deliverable(s)	% on total Purchase Value
After finalizing the script and action plan of the documentary	50%
Final audio-visual documentary	50%

Payments in local currency (BDT) will be made as per standard procedure through an account payee cheque. Media personnel/ institutions shall provide AOSED with periodic and final invoice statements indicating Services performed, expenses incurred, past payments made, and any other information AOSED shall reasonably request. Media personnel/ institutions shall provide a final invoice statement whenever requested by AOSED up to forty-five (90) days after the date set for the completion of the assignment.

- Payment will be made in two (2) installments through an account payee cheque in the name of the individual/institution/agency as per above schedule,
- VAT and AIT will be deducted from source as per government rule and policy.
- The Media personnel/ institutions will bear all the travel cost, accommodation and AOSED will not bear any cost related to this.

13. Ethical Considerations

- **Participatory:** All stakeholders and beneficiaries should be consulted during the documentation process ensuring true participation.
- **Inclusiveness:** Ensure that beneficiaries from different ethnic, social and religious backgrounds have the chance to participate, as well as with disabilities and who may be excluded or discriminated against in their community.
- **Integrity/honesty:** the media personnel/ institutions display honesty and integrity in their own behavior and attempt to ensure the honesty and integrity of the entire study process.

- **Safeguarding:** Demonstrating the highest standards of behavior towards beneficiaries specially marginality
- **Sensitive:** To child rights, gender, inclusion and cultural contexts
- **Openness:** of information given, to the highest possible degree to all involved parties
- **Confidentiality and data protection:** Measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
- **Public access:** To the results when there are not special considerations against this
- **Broad participation:** The relevant parties should be involved where possible
- **Do No Harm:** should be sensitive to the people and environment and maintain Do No Harm principle.
- It is expected that a risk assessment will be conducted that includes any risks related to children or young people's participation. Informed consent will be used where possible.

-----End of the document-----