

Terms of Reference (TOR)

For Developing Video Documentary on Acid Survivors Foundation (ASF)

1. BACKGROUND

Acid Survivors Foundation (ASF) has been working on the issue of Violence against Women (VAW) and Gender Based Violence (GBV) specifically by addressing Acid Violence since its inception in 1999. It is a centre of excellence with a vision of Bangladesh free from acid violence, where burn victims, especially women and children, live with dignity. It has been working towards its vision by working on an integrated approach, using a holistic (bio-psycho-social) multi-stakeholder approach, which includes: prevention, notification and referral services, comprehensive medical support, legal assistance, research and advocacy and social & economic rehabilitation to combat acid violence from Bangladesh.

Since its formation, ASF has emerged as a global pioneer in combating gender based violence in the form of acid attacks. ASF has been working towards this vision by providing holistic burn care services. ASF runs a 20-bed hospital fully equipped to provide standard burn care services including plastic and reconstructive surgery in a low resource set up. ASF also provides comprehensive services including physiotherapy & psychological care, legal assistance and financial support for economic rehabilitation. ASF engages government and civil society to take an active role to ensure that survivor's rights are met by advocating at the national level for policy changes and at the local level to bring about changes in process and practice. ASF runs national and local prevention campaigns to raise awareness on the legal and social on sequences of acid attacks and disseminate relevant information on what to do and where to go for help if an attack occurs.

The purpose of this assignment is to develop a documentary on ASF which will be represented organization's core values, mission, vision, key strategies and interventions which will be used in future as key document and highlight the work of ASF since its inception. This documentary will be disseminated in different forums, to the visitors, donor's community programmes and events organized by ASF and partners in country and abroad. .

In line with this, ASF is seeking a documentary filmmaker to direct and produce a high-quality, 5-6 minute documentary showcasing ASF's work in Bangladesh. The documentary is aimed at an external audience and should therefore serve as a summary of ASF's activities to showcase the impact of ASF's assistance. In this regard, hearing directly from the survivors themselves through the medium of film will effectively illustrate the impact of our projects on individual lives of Acid burn survivors. Thus, the documentary should include footage of individual interviews, Direct Medical Support and outreach programs.

2. CONSULTANCY OBJECTIVES

This consultancy has following objectives:

- a) To produce one overall video documentary not more than 5 minutes long, starting by introducing ASF and its vision & mission.
- b) To prepare script and narration for overall documentary;

- c) To compose background music for the documentary;
- d) Capture necessary video footage of different project activities (Direct Medical Support, Outreach program, Trainings and workshops, Case studies related to ASF & interviews, Pressure Garment unit activities)
- e) To narrate and edit raw video footage/ photographs for producing final documentary.

3. IDENTIFIED AREAS/TOPICS FOR VIDEO DOCUMENTARY–

- I. History of ASF and shifting of its strategic focus from acid violence to other gender based violence
- II. People's perception on key factors for declining trend of acid attack in BD
- III. ASF key approach/ strategy to address Acid attack
- IV. Bio-psychosocial model promotion
- V. Direct Medical Support
- VI. Pressure garments Units activities
- VII. Patient Outreach programs
- VIII. Staff Trainings & Orientation
- IX. Development of Hospital protocol
- X. Capacity Building of Govt. Health professionals on Burn care
- XI. Linkages Development with Govt. institutions
- XII. Advocacy work, capacity development initiatives
- XIII. Rehabilitation support
- XIV. Prevention initiatives at different levels
- XV. Voice of Survivors
- XVI. Foreign visitor's visits
- XVII. Case studies
- XVIII.** ASF's achievement and future focus

4. CONSULTANCY LOCATION

The videos will capture the best practices from ASF hospital and its project activities in the field at different locations in Dhaka and outside. This will require Coordination with Executive Director and other concern management staff of ASF.

5. RESPONSIBILITIES OF CONSULTANT

The Consultant should work closely with concern officials assigned by the Executive Director and Admin for accomplishment of following tasks:

- To hold preparatory discussion with Executive Director and concern officials / team about the preparation of videos.
- To prepare script and narration for overall documentary
- To capture video footage as agreed with project team and as according to the prepared script.
- To record narration and prepare background music for the videos.
- To translate the background voice into English for subtitles.
- To prepare draft documentary and submit it to ASF for final feedback before the deadline of the contract.
- Finalize the documentary as according to the feedback provided by the project team.
- To manage all necessary tools and equipment including tapes, DVD etc.

6. RESPONSIBILITIES OF ASF

ASF will assure monitoring of documentary shooting and scrutinize the quality aspects of the videos. In addition, ASF team will help consultant to coordinate the field activities through its field staff and beneficiaries. However, following will be specific responsibilities:

- Identify thematic cases for documentation.
- Organize a coordination meeting with project team.
- Coordinate with project staffs to capture the footage.
- Provide feedback when and where necessary.
- Payment to the consultant as per agreement.
- Give inputs to draft and finalize documentary.

7. DELIVERABLES

- Submission of final master videos in a DV tapes
- Electronic copies of video in AVI format before the deadline of the consultancy.
- Captured raw footages.

8. ELIGIBILITY CRITERIA

The consultant should have at least Bachelor degree in Communication or equivalent having ample experiences on audio-visual recording, editing, and media production; clear understanding of the technical aspects of video making process and understanding of social development field is required along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products.

9. MODE OF PAYMENT

Payment will be made in two installments. 40% payment will be made in advance after signing the contract and remaining 60% will be made after successful delivery of the final documentary.

10. TENTATIVE WORK SCHEDULE

The total working days for the consultancy will be approximately 2 months i.e. from 1st March to 31st April 2018. The Consultant will propose a detailed work plan schedule which will be finalized later with ASF.

We would request interested professionals / institutions to (i) submit a letter of interest (1 page), (ii) a brief technical proposal (maximum of 3 pages focusing on objectives, methods and approach, work schedule and financial Proposal) with recently updated CVs of professionals to be involved in the documentary development.

Proposal should reach on following address on before 5:00PM, 15 February 2018. Proposal should be submitted in sealed envelope.

Proposal must be submitted to the following contact address:

Executive Director

Acid Survivors Foundation

Plot # A/5, Block # A

CRP Building: 5th & 6th floor

Mirpur - 14, Dhaka – 1206

Telephone No : +880 9678777148

+880 9678777149

E-mail : asf@acidsurvivors.org

Website URL : <http://www.acidsurvivors.org>