

Comprehensive Disaster Management Programme II (CDMP II)
92-93 Disaster Management & Relief Bhaban
Mohakhali, Dhaka

Tender #

Date: 18/04/2011

To: _____

Subject: Tender Schedule for Video & Photography Documentation.

Sealed tenders are hereby invited in the attached schedule from the **individual supplier / bonafied suppliers/agencies/related firms** for the subject mentioned stated services as per the following instructions and terms & conditions:

Sealed tenders shall be dropped in the tender box kept at the 6th Floor, Disaster Management and Relief Bhaban, 92-93 Mohakhali, Dhaka; up to May 12, 2011 till 2.00 pm. All tenders will be opened on May 12, 2011 at 2:30 pm in presence of the bidder(s), if interested. Tender schedule will be distributed till 8 May 2011.

Detail of the service:

AS PER ATTACHED TOR

1. Sealed tender must be submitted in the printed pad of the firm along with the following documents, failing of which the tender may be rejected:
 - (a) Valid Trade License
 - (b) Updated TIN Certificate
 - (c) VAT Registration Certificate
 - (d) Bank solvency certificate
 - (e) Tender Schedule with annexes duly signed by the bidder
 - (f) Pay Order or DD from any scheduled bank of Tk. 10, 000 as Earnest Money (in favor of "MSU-CDMP")

The bidder can also attach extra pages if needed with the sealed bid in printed official pad.

2. The tenderer(s) must quote for the stated items in full as per attached price schedule form. They must fill in the Unit Price, Total Price and Grand Total columns etc. of the attached schedule form.
3. The rates must be quoted both in figures and words separately in Bangladeshi Taka (BDT). Erasing of any kind must be supported by full signature of the bidder(s) who sign the bid.
4. **Selected tender will be asking for a bank guarantee (as per CDMP prescribe format) equivalent to the 20% of the tender value after notification of award, failure of which will dismiss the qualification.**

5. The procurement entity reserves the right to increase or decrease quantity requirements of any or all the item(s) at its own discretion. In such case, the unit price of item(s) shall remain unchanged.
6. Tenderer will submit the tender in a sealed envelop clearly marked “**Submission of tender for Video & Photography Documentation**”.
7. Payment will be made on account payee cheque upon submission of bill and receipt of chalan. Vat & Tax will be deducted from the bill as per GOB rules (if applicable).
8. If the supplier fails to deliver any or all services, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damage as per rules and practices of the organization/GoB; or action may be taken as specified in para 10(a) below .
9. The supplier must follow the specification and prepare the tender accordingly.
10. The Purchaser, without prejudice to any other remedy for breach of contract, by verbal/written notice of default addressed to the supplier, may terminate this contract in whole or in part:
 - a. if the supplier fails to deliver any or all of the items according the standard specified in the contract/work order, or within any changes thereof granted by the purchase pursuant to the written request; or
 - b. if the supplier fails to perform any other obligation(s) under the contract/work order; or
 - c. if the supplier, in the judgment of the purchaser has engaged in corrupt or fraudulent practices in competing for not executing the contract/work order.
11. Supplier shall be entirely responsible for all taxes (including customs duty, Value Added Tax and Income Taxes, stamp duties, license fees, and other such levies) imposed or incurred until delivery of the contracted goods to the purchaser. VAT and IT will be deducted at source as per Govt. rules until and unless the appropriate challans/waiver's memo is produced to the purchaser.

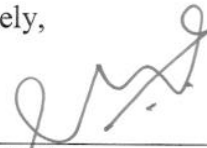
Bidder's Signature: _____

Address: _____

Land/Mobile No: _____

Seal:

Sincerely,



Asela Vithanage
Operation Manager
CDMP II

Enclosed: TOR and Bid Price Schedule

TERMS OF REFERENCE (TOR)

Video and Photography Documentation for Climate/Disaster Resilient Habitat in AILA affected area at Bainapara and Gazipara in Sutarkhali union under Dacope Upazilla in Khulna district.

Duration of Initial Contract : 18 months

A. Background

Geographically coastal zone of Bangladesh is extremely vulnerable to the impacts of climate change resulting in increased intensity and frequency of disasters including cyclone, hurricane, tsunami, tidal surge, beach erosion and salinity intrusion under. More than 30 millions of people live in the 700 km stretch of coastline and its surrounding areas. The concentration of extreme poor and poor are higher than rest of the country because of limited and insecure livelihood and income opportunity, poor infrastructures and reoccurring disaster. Traditional shelter patterns in unsafe areas, scarce and inadequate cyclone shelter and structural limitations of preparedness and response mechanism also make the coastal communities highly vulnerable to disaster.

On May 25, 2009 disastrous cyclone 'AILA' hit the Southwestern Cost of Bangladesh, causing 190 deaths and more than 7000 injuries. The cyclone affected an estimated 3.90 million people , destroyed nearly 350,000 acres of crop and killed more than 100,000 livestock in 11 coastal districts. The overall impact of Cyclone Aila on livelihoods was significant, with a loss of around 80 percent of livelihood options in Satkhira and Khulna districts. The tidal surge during the cyclone caused to collapse portions of the embankments in different areas destroying thousands of homes and inundating villages and crops lands with saline water. The damage to the coastal embankment network was severe and has directly contributed to the continuation of the post - cyclone flooding and tidal inundation in the worst affected communities resulting in homelessness and livelihood insecurity.

A successful alternative approach and community-managed disaster mitigation programme can reduce vulnerability by engaging technology, local knowledge and social capital. As an alternative to cyclone shelters, a settlement can be strengthened with the available resources which will provide more secured and dignified living for the poor and marginalized coastal communities. This approach will avoid mass rehabilitation, displacement or restructuring of community settlements and target most disadvantaged population – landless, women, day labors, PWDs etc.

Comprehensive Disaster Management Programme (CDMP) and UNDP are piloting a comprehensive disaster management and mitigation intervention climate/disaster resilient habitat for the affected people in 2 villages of Sutarkhali union under Dacope Upazilla in Khulna district. The aim of this pilot project is to demonstrate participatory, gender sensitive and sustainable approaches to disaster management and climate change adaptation. CDMP envisaged this intervention will be a corner stone and a model for risk reduction, preparedness and response in Bangladesh and worldwide with the vision of sharing and replicating the success and learning.

The overall aim of this pilot scheme is to establish a village which can withstand disaster events and climatic effects with the unique opportunity for livelihood options and economic growth potentials. It will build a second defense ring road and will provide eco-friendly landscaping for with proper drainage and forestation for the habitat. The habitat will have a all facilities for basic services including water and sanitation, rain water harvesting, renewable energy, bio-gas digester, School and

Information center

Robust, comprehensive and encompassing documentation of this innovative and unique pilot project is instrumental for measuring success, impacts and to record lessons. CDMP decided to engage a qualified vendor for the documentation of the intervention. The selected vendor will be responsible of documenting the above mention intervention from its inception to the completion.

B. Justification

In coastal areas, concentration of people under poverty line is comparatively higher than rest of the country. Potential impact of natural disasters is greater on the coastal communities due to their vulnerability to increasing trend of occurrence of hazard and extreme events. Traditional settlement pattern in the coastal areas are no more climate resilient. Their life and livelihood are not secured and fully depends on the mercy of nature. Numbers of cyclone shelters are not adequate for this large population. Necessary number can be achieved in next 30 years if donors' grant ensured from GOB. Analysis of present structures of cyclone shelters explored that they are not gender sensitive, lacks WATSAN support, lacks health and hygiene support and lacks provision for cattle, poultry and HH assets. It is not confirm that the cyclone shelter is the only intervention to save the life in a changing climate to save livelihood.

This concept of disaster and climate change resilient Habitat is an innovative and pioneering intervention not only in Bangladesh but for around the world. The activities and outcomes of this scheme can revolutionize our understanding of the Disaster Risk Reduction and Climate Change Adaptation. It can set example for all development and humanitarian future interventions in the coastal areas of Bangladesh. The learning from this intervention can protect the lives and livelihood of millions.

Because of the far reaching consequence, it is necessary to document the socio- economic condition of this community prior to intervention, detailing each steps of the intervention, identify all challenged and indicate changes it achieved. As this is a pilot intervention, chronological documentation of the lives in these two communities will provide significant insight on the successes and challenges. It will show the world what is appropriate and necessary to reduce vulnerability of the people in extreme risk environment.

Video, photography and case study will be contribute to the overall documentation process of best practices and lesson learned that can served as one of the most comprehensive learning tools for community based disaster risk reduction and Climate Change Adaptation programming. The documentation of the intervention will help CDMP to design future programmes and interventions. Moreover, the wider dissemination of the lessons to external stakeholders will also enrich their knowledge regarding community based Disaster Risk Reduction climate change adaptation.

C. Objectives

- The goal is to visually present the impact and cost effectiveness of the scheme on the lives and livelihoods of the community along with illustrating process, highlighting innovation and tracing changes for scaling up the innovation by the government and development partner.

D. Scope of Work

- The documentation will be innovative and visually engaging to attract the attention of the viewers. It will try to portray the risks and vulnerabilities of the community and their attempts to overcome them in an honest and realistic manner.
- Visually capture and the socio-economic condition of the community including its available

resources (facilities and links to governmental and nongovernmental organizations and programmes) and capacity to cope with the disasters prior to the inception of the project.

- Periodically Interview households and document their lives throughout the scheme to same households to understand their perception and progress of the intervention
- Interview key stakeholders (Local government and elected officials, CDMP staffs, donor representatives and DMB officials) to provide logical understanding of the project
- Document process of developing the scheme, each step of key sectoral interventions and the impact over period of a year.
- The documentation process will vigorously examine the causes and consequences of disaster and climate change on the communities as well as try to illustrate how the intervention is making them resilient
- Through following individual as well as communal lives, this documentation will show how the intervention is contributing on poverty reduction, improving livelihood and making resources available for better services in education, health and water sanitation facilities.
- The documentation will scrutinize how the intervention is contributing to improve the women's involvement in decisions making process and empowering them to build a resilient community.
- Documented how the community participate in the process and develop ownership of the program.

E. Deliverables

- A short 10 minutes of video to show the vulnerability and adaptive capacity of community, justification of the scheme and how it will be implemented
- Visit the project area in every 2 months to capture the progress.
- produce 3 short documentaries (10 minutes each in 4 Months interval) for each sectoral intervention (embankment construction, livelihood, health, education and information sharing) and how it is helping households and communities
- A 30 minutes documentary of entire project showing the process and achievement.
- Encompassing photography of the project and community over the year
- Produce 15 case studies (10 case study of individual households, 5 case study on intervention and human interest stories with photographs,
- One booklet featuring the best practices for "resilient village"
- All documents should be produced both in Bangla and English language.

The process

- The documentation team will follow 10 families from two "disaster/climate" resilient village over 18 months to see how the intervention impacting on their lives. Livelihood and economic condition of the family will be considered in selecting the families. Study will go back to the same household every 2 months to speak to the selected households. It will also see the changes in the villages as well as for the households
- The study will start 1 month before the intervention to capture the baseline data. (the over all situation of the village as well as the condition of the house holds)
- The study will also observe the process of community involvement by capturing baseline survey, FGDs, Community meeting and the CRA/RRAP.
- The study will also try to observe the changes in the community (for example in risk mitigating infrastructures, livelihood security and water and sanitation status)
- The study will interview other relevant stakeholder such as (UDMC members, healthcare workers, Agriculture extension officer, volunteers, NGO workers ect
- After the end of one year of the initiative, the study will go on for another 6 months to evaluate the impact
- Outputs of this tracking studies are 4 short documentaries (each every 4 months interval) 1 30 minutes documentary after the completion of the study

F. Working Modalities

- Vendor will work with CDMP professionals to draw a detailed plan before starting the documentations process
- Before each trip to the intervention, vendor will meet with CDMP and partner staff to ensure proper planning
- After each trip. Vendor will provide a briefing to CDMP to show the progress and identify gaps
- CDMP and its partner will assist the vendor to ensure smooth operation throughout the documentation process.

G. Required Skills and submission of papers

- Demonstrable experience in long term tracking studies and documentation working with same subject or community over long period of time.
- 10 years demonstrable previous experience on producing documentaries, case studies on development issues. Must submit example of work in each category with name and telephone number of the organizations services provided for
- Vendors must submit a 3 page conceptual proposal detailing the logic and actions for the documentation process. The proposal must illustrate how this documentation process will try to address the need of different audience as well as how it can be used as an advocacy tool.
- A work plan for the documentation and a detailed budget (see annex 1 for Budget)
- Should be submitted the company profile describing organizational structure, equipments, client list with contact addresses and human resource capacities, etc.
- Should be submitted the Certificate of Incorporation
- Valid Trade License
- VAT Registration Certificate
- Up-to-date Income Tax Certificate
- Audited report of last three years
- Bank Solvency Certificate
- Performance certificate from at least five reputed clients

H. Timeframe & Deadline

- a) Completion of work: 18 Months after signing of the contract
- b) All documentaries, raw footage, photographs, and case studies and booklet will be delivered within one month of the completion of the project

I. Special condition

The entire document captured, developed in this process will be fully ownership of CDMP. The vendor will not be allowed to provide any documentation during the process to any third party.

Price Schedule:

Item	Rate	Unit (no of days)	Total amount
Equipment : Camera, Sound, Light, Tapes ect			
Human Resources Director, Coordinator, researcher, assistance, sound recorded, photographer writer ect			
Logistics Transportation, accommodation, food, ect			
Post Production Editing, sound mixing, music ect			
Outputs 4 short documentaries (each 10 DVDs, 1 DV and 1 Beta output) 1 30 minutes Documentary (50 DVDs,1 DV and 1 Beta output) 1000 copies of book with case studies			
Other			

Vat and Tax will be deducted as per GOB rules.