

TERMS OF REFERENCE (ToR)

Video Documentary Production

Youth Share-Net Project | Supported by RedOrange

“Youth Voices, Informed Futures: Documenting SRHR Knowledge Among Young People in Khulna”

Issuing Organisation	DALIT (Hope for Oppressed)
Project	Youth Share-Net Project
Supported by	RedOrange
Assignment Type	Individual / Firm Consultancy - Video Documentary Production
Location	Khulna City, Bangladesh
Assignment Duration	Approximately 30 days from contract signing
Application Deadline	19 May 2026
Submission Email	career.dalit@gmail.com

1. About DALIT

DALIT is a non-governmental, non-partisan and non-profit organisation established in 1998 by a group of young Dalit people committed to the development of Dalit and other vulnerable and socially excluded communities. DALIT promotes human dignity for communities deprived of their fundamental basic rights as declared in the Constitution of the People's Republic of Bangladesh and the Universal Declaration of Human Rights. The organisation received recognition from the NGO Affairs Bureau in 1999 and subsequently obtained registration from the Ministry of Social Welfare in 2010.

DALIT has earned national and international recognition for its impactful work, including the BBC World Challenge Award (2006), the Energy Globe Award (2015), the Nelson Mandela Award (2016), the Mother Teresa Award (2017), and the Global Civic Championship Award (2024). DALIT's advocacy work has extended to the international stage, including representation at the 16th UN Session on Minority Issues in Geneva in 2023.

2. Background and Documentary Rationale

2.1 Project Background

DALIT is currently implementing the Youth Share-Net Project, supported by RedOrange, which aims to build knowledge platforms that amplify the voices of marginalised youth and communities in Bangladesh. A core component of this project involves commissioning evidence-based communication products that document the lived realities of vulnerable populations particularly women in climate-

affected coastal areas. This Terms of Reference pertains to the production of a video documentary to be filmed in Shyamnagar Upazila, Satkhira District.

2.2 The Problem Context

Bangladesh is home to approximately 33 million adolescents more than 20% of the national population yet a significant proportion of young people in the country enter adulthood with incomplete or inaccurate knowledge about their sexual and reproductive health and rights. This knowledge gap renders them vulnerable to adolescent pregnancy, gender-based violence (GBV), inadequate menstrual hygiene management (MHM), and broader gender inequality.

Khulna Division presents a particularly critical context for youth SRHR. Located along Bangladesh's southwestern coastal belt and bordering the Sundarbans, Khulna's communities face intersecting challenges of climate vulnerability, entrenched poverty, and deep-rooted gender norms that compound SRHR deprivations among adolescents and young people. Key indicators underscore the urgency:

92/1,000 Adolescent birth rate, girls 15–19 (UNFPA)	51.4% Women aged 20–24 married before 18 (UNICEF)	62% Married adolescent girls experiencing partner violence (UNFPA)	~50% Of required SRHR content covered in school curricula Gr. 6–9 (UNFPA)
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Young people in Khulna's coastal and riverine communities continue to face acute SRHR deprivations driven by child marriage, adolescent pregnancy, limited access to health information and services, and harmful gender norms. Despite national policy commitments under the ICPD Programme of Action and Bangladesh's National Adolescent Health Strategy, these frameworks remain largely invisible at the grassroots. The gap between policy intent and community reality is precisely where this documentary must intervene by giving youth voices a platform and amplifying evidence of these invisible struggles.

3. Documentary Objectives

The primary objective of this documentary is to capture and amplify the voices, knowledge, experiences, and aspirations of adolescents and young people in Khulna Division regarding Sexual and Reproductive Health and Rights (SRHR), generating a powerful evidence-based advocacy tool for policy engagement and community action.

3.1 Specific Objectives

- To document the current state of SRHR knowledge among adolescent boys and girls in Khulna Division, highlighting both awareness gaps and community-led efforts to address them.
- To give voice to young people's lived experiences with child marriage, adolescent pregnancy, gender-based violence (GBV), and menstrual hygiene management (MHM), centering their perspectives as evidence.
- To challenge social stigma and harmful norms that suppress youth access to SRHR information, services, and decision-making power in Khulna's communities.
- To showcase grassroots innovations, youth-led initiatives, and community solutions that are expanding SRHR awareness and access in climate-vulnerable areas of Khulna Division.

- To generate advocacy pressure on policymakers, local government bodies, and development organisations to prioritise comprehensive SRHR education and youth-friendly services in Khulna Division.
- To serve as a communication and evidence tool for the Khulna Divisional SRHR Knowledge Fair 2026 and subsequent national advocacy efforts.

4. Scope of Work and Key Deliverables

4.1 Documentary Vision and Approach

This documentary is not a data presentation it is a human story told through the voices of young people. The filmmaker(s) must employ a character-driven, participatory approach that positions adolescents and youth from Khulna as protagonists, not merely subjects. The visual language should reflect both the richness and the challenges of Khulna's coastal and urban landscape, while bearing witness to the SRHR realities that young people navigate daily.

The documentary will integrate:

- Personal testimonies from adolescent girls, young women, and young men on their knowledge, experiences, and challenges related to SRHR in Khulna Division.
- Observational footage of youth in their everyday environments, schools, youth clubs, health facilities, community spaces that contextualise the SRHR landscape.
- Expert perspectives from healthcare providers, educators, youth leaders, and DALIT/SNBD field staff to frame the evidence.
- Community voices including parents, community leaders, and local health workers who shape the SRHR environment for young people.
- Supporting data and key statistics presented through motion graphics or text overlays to substantiate the narrative.
- A clear and compelling call to action directed at policymakers, development organisations, and community stakeholders.

4.2 Geographic Scope

The documentary will be filmed primarily across Khulna City and selected upazilas within Khulna Division. The filmmaker will work closely with DALIT and Share-Net Bangladesh field staff to identify the most relevant filming locations, including urban youth hubs, schools, community clinics, and climate-affected coastal communities. Coverage should include at minimum:

- At least 2-3 areas within Khulna Division representing diverse youth contexts urban, peri-urban, and coastal/rural.
- Youth-serving spaces such as schools, youth clubs, adolescent-friendly health service points, and community meeting spaces.
- Homes and community environments of individual young people whose stories will anchor the film.

4.3 Target Subjects and Characters

- Adolescent girls and young women (aged 15–24) who can speak to their personal SRHR knowledge, experiences, and challenges in Khulna.
- Adolescent boys and young men engaged in SRHR awareness or advocacy, reflecting the need for all-gender participation in addressing harmful norms.
- Youth leaders and members of youth clubs or adolescent peer networks active in Khulna Division.
- Healthcare providers (doctors, nurses, paramedics, community health workers) with direct knowledge of youth SRHR challenges in Khulna.
- DALIT and Share-Net Bangladesh field staff who have engaged with youth SRHR programming in Khulna.
- Educators and school or community-based facilitators involved in life skills and SRHR education.
- Parents, guardians, and community leaders whose attitudes shape the SRHR environment for young people.

4.4 Key Deliverables

#	Deliverable	Format	Due Date	Payment Link
1	Inception Plan including detailed production concept, story outline, character list, filming schedule, shot list, ethical clearance plan, and equipment list	Word / PDF	Within 3 days of contract signing	Tranche 1
2	Field Production (Raw Footage) all filmed material properly labelled, backed up, and handed over to DALIT	Digital files (minimum Full HD)	Within 2 weeks of contract signing	—
3	Rough Cut first assembled cut of the documentary for DALIT review and feedback	MP4 / MOV (shared via link)	Within 3 weeks of contract signing	Tranche 2
4	Fine Cut revised version incorporating DALIT and RedOrange feedback	MP4 / MOV	Within 4 weeks of contract signing	—
5	Final Documentary broadcast-quality final film with colour grade, sound mix, music, and all titles / subtitles (English)	MP4 (minimum Full HD / 1080p); WAV audio separately	Within 4 weeks of contract signing	Tranche 3
6	Short Cut a 2 minute highlights / social media version	MP4 (Full HD)	Alongside final film	Included
7	Raw Footage Archive all raw, unedited footage transferred to DALIT	External drive / cloud link	Alongside final deliverables	Included
8	Subtitle Files: English subtitles	.SRT files	Alongside final film	Included

Note: Exact duration of the documentary will be agreed at inception but is expected to be between 20 and 40 minutes.

5. Technical Requirements

5.1 Production Standards

- Minimum resolution: Full HD (1080p); 4K preferred if equipment is available
- Frame rate: 24fps or 25fps for cinematic quality
- Audio: Directional microphones, lavalier mics for interviews, ambient sound recordings
- Colour grading: Professional grade, coherent visual palette reflecting both the beauty and harshness of the coastal environment
- Music: Original or licensed music appropriate to the emotional arc of the film; no copyrighted music without clearance
- Subtitles: All dialogue in Bengali to be subtitled in English

5.2 Narration and Language

- Primary filming and interviews will be conducted in Bangla
- Narration / voice-over should be in Bangla with English subtitles
- All on-screen text, lower thirds, and title cards must be in both Bangla and English
- The final film must be accessible and compelling for both national (Bangla-speaking) and international (English-speaking) audiences

5.3 Ethical Filming Standards

- Informed consent written or verbal (on camera) must be obtained from every individual filmed, prior to filming
- Women must be given full control over what they share, how they are filmed, and the right to withdraw consent at any time
- No participant should be pressured, compensated in a manner that influences their participation, or filmed in a way that causes distress
- The film must not exploit or sensationalise participants' suffering; their dignity and agency must be centred at all times
- All minors (under 18) must have written consent from a parent or guardian; faces of minors in sensitive contexts must be obscured
- Footage of medical conditions, procedures, or intimate aspects of participants' health may only be included with explicit, informed, and documented consent
- DALIT safeguarding policies must be followed at all times during production

6. Required Qualifications and Experience

6.1 Eligibility

DALIT invites proposals from individual filmmakers, documentary production teams, or small production firms with demonstrated experience in social documentary filmmaking in Bangladesh.

6.2 Essential Qualifications

- Minimum 10 years of professional documentary or social impact filmmaking experience

- Demonstrated portfolio of at least 5 completed documentary films on social, human rights, health, or development themes (portfolio links / screener copies must be submitted with the application)
- Proficiency in filming, directing, and editing to broadcast quality
- Strong Bangla language proficiency (spoken); ability to conduct or facilitate interviews in Bangla is mandatory
- Experience filming in rural, coastal, or climate-vulnerable communities in Bangladesh is a significant advantage
- Knowledge of gender-sensitive and participatory visual storytelling approaches
- Commitment to ethical filmmaking, informed consent, and the dignity of marginalised communities

6.3 Preferred Qualifications

- Prior experience with NGO, development organisation, or donor-commissioned documentary work
- Familiarity with the health, WASH, or climate adaptation landscape in Bangladesh
- Experience with motion graphics, data visualisation, or archival footage integration
- Familiarity with the coastal communities of Satkhira / Khulna division

6.4 Team Composition

The filmmaker / production company may assemble a small team. At minimum, the production team should include:

- 1 Director / Principal Filmmaker (accountable person for the assignment)
- 1 Camera Operator (may be the same as director for smaller teams)
- 1 Sound Recordist
- 1 Editor (may be the director for integrated teams)
- **Female crew members are strongly preferred for filming with women in sensitive contexts**

All costs for the full production team must be included in the financial proposal.

7. Indicative Work Plan and Timeline

Activity	Week 1	Week 2	Week 3	Week 4
Contract signing and project inception meeting with DALIT	✓			
Story development, character identification, and pre-production planning	✓			
Submission and approval of Inception Plan	✓			
Ethics clearance, community entry preparation, consent form development	✓	✓		
Field production filming in Shyamnagar (interviews, observational footage, B-roll)		✓		

Activity	Week 1	Week 2	Week 3	Week 4
Expert interviews, institutional footage (clinic, DALIT office)		✓		
Review of raw footage; assembly of rough cut		✓	✓	
Submission of rough cut to DALIT for review			✓	
Incorporation of DALIT and RedOrange feedback; fine cut editing			✓	✓
Colour grading, sound mixing, music, and post-production				✓
Subtitle creation (Bengali and English)				✓
Production of 3-5 minute social media short cut				✓
Submission of all final deliverables				✓

Note: The work plan above is indicative. A detailed week-by-week schedule will be agreed and formalised in the Inception Plan.

8. Payment Schedule

Tranche	Milestone / Trigger	% of Total Fee	Indicative Timeline
1st Tranche	Contract signing and submission of approved Inception Plan	30%	End of Week 1
2nd Tranche	Submission and acceptance of Rough Cut	40%	End of Week 3
3rd Tranche	Submission and acceptance of all Final Deliverables including broadcast-quality film, short cut, subtitles, and raw footage archive	30%	End of Week 5

All payments are subject to submission and acceptance of deliverables by DALIT and RedOrange. DALIT reserves the right to withhold or adjust payment in cases of significant quality deficiencies, ethical violations, or failure to meet agreed timelines.

9. Institutional Arrangements and Obligations

9.1 DALIT's Obligations

- Provide an official Appointment Letter and formal contract to the selected filmmaker(s)
- Assign a dedicated Programme Officer as focal point and primary liaison throughout the assignment
- Facilitate community entry, stakeholder introductions, and access to DALIT's field networks in Shyamnagar

- Share relevant background documents, research findings, and programme reports to inform the film
- Provide timely feedback on all submitted cuts and deliverables (within 5 working days of submission)
- Cover approved direct project costs (field travel, accommodation for filming days if mutually agreed in the budget)
- Facilitate the screening and dissemination of the final documentary

9.2 Filmmaker's / Production Company's Obligations

- Maintain strict confidentiality of all community data, personal stories, and organisational information
- Adhere to DALIT's Code of Conduct, Safeguarding Policy, and Anti-Harassment Policy throughout the assignment
- Obtain and document informed consent from all individuals filmed
- Ensure all production activities comply with relevant ethical standards and legal requirements in Bangladesh
- Submit all deliverables on or before agreed deadlines
- Immediately notify DALIT of any significant risks, ethical concerns, or delays
- Obtain prior written approval from DALIT before sharing any footage, clips, or materials with third parties
- Ensure all intellectual property of the documentary and raw footage rests with DALIT and RedOrange upon payment of final tranche
- Declare any conflict of interest at the time of application and during the assignment

9.3 Intellectual Property and Confidentiality

All footage, edited materials, audio recordings, and the final documentary are the sole property of DALIT and RedOrange upon completion of the assignment and full payment. The filmmaker shall not publish, broadcast, screen, or share any materials without prior written authorisation from DALIT. Any festival submission, co-authorship credit, or portfolio use by the filmmaker must be cleared with DALIT in advance. All raw footage, digital files, and project files must be transferred to DALIT in full upon assignment completion.

10. Application Process

10.1 Required Application Documents

Interested and qualified individuals or production firms are invited to submit a comprehensive application package comprising the following:

- Technical Proposal (maximum 5 pages, excluding annexures) including:
 - Understanding of the documentary subject and the community context in Shyamnagar
 - Proposed visual storytelling approach, narrative structure, and documentary style
 - Story concept and proposed key characters / subjects
 - Ethical framework for filming in sensitive community contexts
 - Production equipment list and technical specifications
 - Proposed work plan with filming and post-production timeline

- Risk identification and mitigation measures
- Financial Proposal (separate document) including a detailed budget breakdown covering: filmmaker's professional fee, field crew costs, travel and accommodation, equipment hire (if applicable), post-production costs, music licensing, subtitle production, and all other anticipated expenses. Currency: Bangladeshi Taka (BDT).
- Portfolio links or screener copies of at least 3 completed documentary films relevant to the social / human rights / development genre
- Updated CV / Profile of the lead filmmaker(s) clearly highlighting academic background, professional experience, relevant films produced, and references from at least 2 previous clients or supervisors
- Declaration of Absence of Conflict of Interest signed by the applicant

10.2 Submission Instructions

Submission Method	Email only
Email Address	career.dalit@gmail.com
Email Subject Line	Application: Documentary Filmmaker - Shyamnagar Women's Health Youth Share-Net
Application Deadline	19 May 2026 by 5:00 PM (Bangladesh Standard Time)
Language	English (Technical and Financial Proposals, CV)
File Format	PDF preferred; all documents combined into a single email or clearly labelled attachments; portfolio links included in the email body
Queries	Queries may be directed to pmsntdalit@gmail.com with subject line: "Query - Documentary ToR - Shyamnagar"
Incomplete Applications	Incomplete applications or those received after the deadline will not be considered

11. Safeguarding and Child Protection

DALIT is committed to safeguarding the rights and dignity of all individuals, including documentary subjects, children, and vulnerable adults. The selected filmmaker(s) and all members of the production team are required to:

- Read, understand, and sign DALIT's Safeguarding Policy and Code of Conduct prior to commencing work
- Undergo a safeguarding briefing facilitated by DALIT prior to field production
- Report any safeguarding concerns or incidents immediately to the DALIT Programme Manager
- Ensure that filming activities do not expose participants to any form of harm, exploitation, or distress
- Uphold principles of 'Do No Harm' in all production interactions
- Ensure all children filmed have guardian consent and their sensitive content is appropriately protected in the final edit

Any substantiated safeguarding breach may result in immediate termination of the contract without payment of outstanding fees.

12. Important Notes and Disclaimers

- This ToR does not constitute a contract or commitment by DALIT to engage a filmmaker or production firm.
- DALIT reserves the right to modify, suspend, or cancel this consultancy process at any stage without incurring any liability.
- Only shortlisted candidates will be contacted. DALIT will not provide individual feedback to unsuccessful applicants.
- The filmmaker / production firm will be engaged as an independent contractor, not as an employee of DALIT or RedOrange. The contractor is responsible for their own taxes, insurance, and social security contributions.
- DALIT encourages applications from women filmmakers, persons with disabilities, and individuals from marginalised communities.
- DALIT is an equal opportunity organisation and does not discriminate on the basis of religion, ethnicity, gender, disability, or political affiliation.

13. Contact Information

Organisation	DALIT
Head Office	37/1 Kedarnath Road, Moheshwarpasha, Daulatpur, Khulna-9203, Bangladesh
Liaison Office	Kadir Vila, Holding# 1/10, Aziz Moholla, Madrasa Road, Mohammadpur, Dhaka-1207
Mobile	+8801745478028
Application Email	career.dalit@gmail.com
General Email	pmsntdalit@gmail.com
Website	www.dalitbd.org
Project	Youth Share-Net Supported by RedOrange

DALIT invites passionate and skilled filmmakers to help amplify the voices of young people in Khulna whose SRHR realities have for too long remained invisible. We believe that ethical, empathetic, and powerful storytelling is an act of solidarity and justice.

"Innovation for Empowering Quality of Life"

DALIT - www.dalitbd.org