



Terms of Reference (ToR)

On

Impact Study and Digital Documentation of JAGO NARI's Achievements (1998–Present)

Background:

Established in 1998, **JAGO NARI** is a women-led, community-rooted organization working for inclusive social transformation across the coastal districts of Bangladesh. With a strong focus on response on gender base violence, child rights, and to build a resilience community, JAGO NARI has implemented over 100 impactful projects in the areas of women empowerment, child rights, disaster risk reduction (DRR) and climate change adaptation (CCA), health and nutrition, education, water, sanitation and hygiene (WASH), food security, and sustainable livelihoods.

To celebrate and institutionalize its journey, JAGO NARI intends to undertake a comprehensive **Impact Study** and produce a **Digital Documentation** of its achievements, innovations, and contributions to community development since 1998.

Objectives of the Assignment:

1. **Impact Study:** To assess, analyze, and document the key achievements, challenges, and learnings of JAGO NARI's interventions from 1998 to the present.
2. **Digital Documentation:** To creatively present these achievements through a multimedia digital product (video, infographics, and e-publication) that can be shared with donors, partners, and wider audiences.

Scope of Work:

The consultant/firm will:

1. **Desk Review & Data Collection:**
 - Review organizational archives, reports, case studies, publications, and project documents.
 - Map key thematic areas:
 - Women empowerment and leadership
 - Child protection and child rights
 - DRR and climate adaptation
 - Education
 - Health and nutrition
 - Livelihood and food security
 - Water, sanitation, and hygiene (WASH)
2. **Field Visits & Stakeholder Consultations:**
 - Conduct interviews and FGDs with community members, beneficiaries, local authorities, staff, partners, and donors.
 - Capture qualitative and quantitative evidence of impact and change.
3. **Impact Analysis & Thematic Documentation:**
 - Compile a comprehensive impact report highlighting:
 - Project interventions
 - Beneficiary outreach (disaggregated data)
 - Community and institutional coordination
 - Innovation and good practices
 - Contributions to social development in the coastal region

4. **Digital Documentation Production:**

- Develop a professionally edited (**5–7 mins**) showcasing success stories, voices from the community, and JAGO NARI's milestones.
- Design **infographics, summary briefs**, and a **digital booklet** capturing key results.

5. **Presentation & Dissemination Support:**

- Present findings and digital outputs to JAGO NARI and its partners in a Café Dialog.
- Deliver final products suitable for sharing with donors, INGOs, UN agencies, media, and networks.

Expected Deliverables:

1. Inception Report with detailed methodology and work plan
2. Final Impact Study Report (English & Bangla)
3. Digital Documentary Film (5–7 minutes, high-resolution) and including some good quality and impactful still picture
4. Infographic Portfolio (PDF & web format)
5. Digital Summary Booklet (PDF)
6. PowerPoint presentation for dissemination
7. Raw footage and all source files

Duration of the Assignment:

Approximately **10–12 weeks**, starting from the signing of the contract.

Required Qualifications:

- Proven expertise in impact evaluation, storytelling, and documentary production
- Experience in working with NGOs and community-based development programs
- Strong understanding of gender, rights-based, and resilience-focused programming
- Professional capacity in report writing, visual design, and multimedia documentation

Application Process:

Interested individuals/organizations are invited to submit:

- A brief technical proposal outlining the approach and tools
- A financial proposal
- Portfolio of similar past assignments
- CVs of lead consultant and technical team

Selection criteria (Cumulative analysis)

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight; [60%]
- Financial Criteria weight; [40%]

Expression of Interest Submission Address & Modality:

The consultants/consultancy agency will submit a proposal according to the Terms of Reference (ToR) to: procurement@jagonari.org by **20 August 2025** mentioning subject line as “Submission of EOI for developing operational manual Impact Study and Digital Documentation of JAGO NARI”.