

Terms of Reference (ToR)

for

Hiring of Photo & Video Documentation Consultant for Meteorological Day Conference, MET Club E-Learning Launching Ceremony & Media Engagement Workshop

Child-Centred Anticipatory Action for Better Preparedness of Communities and Local Institutions in Northern and Coastal Areas of Bangladesh

Event Titles:

**Meteorological Day Conference,
MET Club E-Learning Launching Ceremony,
Media Engagement Workshop**

Date:

29–30 March 2026

Venue:

Hotel Amari, Gulshan, Dhaka

Participants:

~200 (Government, UN, NGOs, Donors, Academia, Private Sector, Grassroots)

TABLE OF CONTENTS

Table of Contents	1
1. Background	2
2. Objectives	2
3. Scope of Work	3
4. Deliverables	4
5. Technical Requirements.....	4
6. Responsibilities	4
7. Timeline	5
8. Selection Criteria	Error! Bookmark not defined.

1. BACKGROUND

Meteorological Day Conference: In collaboration with Bangladesh Meteorological Department, SCI will observe World Meteorological Day 2026 by arranging a national conference on weather, climate services & anticipatory action which will convene on 29 March, 2026 at the Hotel Amari, Gulshan, Dhaka. It is a multi-stakeholder gathering on climate services & anticipatory action, bringing together ~200 participants from government, the UN, NGOs, donors, academia, the private sector, and grassroots organizations.

MET Club E-Learning platform Launching Ceremony: The MET Club is now excited to announce the launch of its innovative Learning Module and Online Digital Learning Platform. This platform aims to empower children, ages 11–18, by enhancing their knowledge and skills in understanding weather patterns, climate change, disaster preparedness, and Anticipatory Actions with a gamified approach.

To formally introduce the MET Club Online Digital Learning Platform to the National Level and BMD's (Bangladesh Meteorological Department) Website & highlight its innovative gamified features designed to empower children with knowledge about weather, climate, disaster preparedness and Anticipatory Actions with educationalists, NGOs, governmental bodies, and international organizations focused on child lead initiatives and climate action, SCI is going to arrange a national launching ceremony on 30th March, 2026 at the Hotel Amari, Gulshan, Dhaka from 9 AM to 2 PM.

Media Engagement Workshop: On 30th March, 2026 at the Hotel Amari, Gulshan, Dhaka from 2 PM to 5 PM, SCI is going to arrange a media engagement workshop with journalists & media personnel to disseminate the comprehensive, practical, and contextually relevant media guidelines developed with the support from BMD, SCI, SKS Foundation that support responsible dissemination of weather forecasting and early warning information during the time of natural hazards, ensuring that communication encourages preparedness and informed decision-making without creating unnecessary panic or fear.

Given the national importance of the conference & workshops, comprehensive audiovisual documentation is critical not only for institutional memory but also for global advocacy, knowledge sharing, and donor visibility. To achieve this, professional consultancy support is sought to capture the event through multi-camera, high-definition video coverage, synchronized audio recording, and dynamic post-production that includes both promotional and archival outputs.

To ensure full institutional memory and broader dissemination, professional photo & video consultancy support is required for comprehensive video and audio documentation of all thematic sessions across three halls, as well as the production of pre-event reels and a final highlight video.

2. OBJECTIVES

- To ensure simultaneous, uninterrupted, and high-quality video and audio coverage of all sessions (plenary & thematic), presentations & displays.

- To record, preserve, and cover all speeches, panel discussions, presentations, displays Q&A exchanges, all sessions, and informal networking in a manner suitable for both archival and dissemination.
- To produce a minimum of 10 engaging short pre- and post-event reels/bites (30–60 seconds each) designed for social media visibility and outreach.
- To develop three separate professionally edited highlight documentary video (15–20 minutes) that consolidates the events key discussions, outcomes, and participant voices, enriched with English subtitles, background music, graphics, and project branding.
- To deliver hall-wise raw video recordings and at least 50+ high-resolution still images for each event (total 150+) to JAGO NARI & Save the Children (SCI) for long-term institutional use and reporting.

3. SCOPE OF WORK

The scope of work will be divided into three phases:

A. Pre-Event Preparation

- Coordination with JAGO NARI & SCI to finalize technical coverage plans.
- At least 3 pre-event bite/reel videos (30–60 sec each, subtitled with branding) for social media sharing and promotion.
- On-site reconnaissance of the venue to assess optimal camera placement, lighting arrangements, sound connectivity, and backup facilities.
- Preparation of a detailed shooting plan, including session mapping, parallel coverage schedules, and timelines for video production.
- Development of a post-production plan outlining editing timelines, branding elements, music rights, and subtitle integration both in Bangla and English.

B. Event Coverage (29 & 30 March, 2026)

- Deployment of two professional camera teams with multi-angle setups (wide, medium, and close-up).
- Snapshots and recording of plenary sessions, presentations panel discussions, keynote speeches, event interactions, and Q&A sessions.
- Ensuring high-quality synchronized audio capture, maintaining professional audio recording.
- Capturing short interviews with policymakers, stakeholders, donors, and grassroots leaders to highlight diverse perspectives.

C. Post-Event Production & Handover (by 15 April 2026)

- Delivery of all raw, unedited photos, videos and audio files (event-wise) within 5 working days of event completion.
- At least 7 post-event bite/reel videos (30–60 sec each, subtitled with branding) for social media sharing and promotion.

- Production of:
 - Three separate professionally edited highlight video (15–20 minutes) for three events with English and Bangla subtitles, motion graphics, background music, and branding overlays.
 - Individual hall coverage videos (unedited, high-quality).
 - At least 50 high-resolution of each event still photos capturing key moments to be used in reports, donor briefs, and promotional materials.

4. DELIVERABLES

- Minimum of ten short promotional reels/bites (30–60 sec).
- Complete raw footage and audio recordings covering all plenary and parallel thematic sessions.
- Three highlight documentaries (15–20 minutes), fully branded and subtitled.
- Individual hall coverage videos (unedited, high-resolution).
- 150+ high-quality still images from three events of sessions, interactions, and delegates.

5. TECHNICAL REQUIREMENTS

- **Video:** HD/4K cameras, professional tripods, and multi-angle capture.
- **Audio:** Use professional microphones for speakers and sound mixers for clear recording.
- **Lighting:** Portable lighting kits were necessary to ensure clarity.
- **Backup:** Real-time file transfer, duplication, and secure on-site backup.
- **Editing:** Professional editing with incorporation of branding (intro/outro, lower thirds, project logo, graphics).
- **Subtitles:** English and Bangla subtitles embedded in the final highlight video for broader dissemination.

6. RESPONSIBILITIES

Consultant:

- Provide adequate technical crew, cameras, audio equipment, and lighting.
- Ensure timely delivery of both raw and edited materials.
- Maintain data security and confidentiality of recordings.
- Work in close consultation with JAGO NARI & SCI during all stages.
- Facilitate interviews with selected participants.
- Maintain privacy and keep consent from participants.

- Follow the Child Safeguarding Policy of SCI.
- Need final review and approval for the final highlight video.

7. TIMELINE

Activity	Timeline
Pre-event coordination & recce	28-30 March 2026
Minimum of ten short promotional reels/bites (30–60 sec).	By 30 March 2026
Event coverage	29- 30 March 2026
Submission of raw files	By 7 April 2026
Final highlight video delivery	By 15 April 2026

8. REQUIRED QUALIFICATION

- Demonstrated experience in multi-camera event documentation for high-level national or international events.
- Proven portfolio of highlight/documentary films with strong storytelling and branding.
- Technical capacity in professional audio recording, editing, and subtitling.
- Ability to deliver under tight deadlines with professionalism and quality assurance

9. APPLICATION PROCESS:

Interested individuals/organizations are invited to submit:

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

10. 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%]

11. EXPRESSION OF INTEREST SUBMISSION ADDRESS & MODALITY:

The consultants/consultancy agency will submit a proposal along with other documents according to the Terms of Reference (ToR) to: procurement@jagonari.org by **23 March 2026** mentioning subject line as [“Submission of EOI for Hiring of Photo & Video Documentation Consultant for Meteorological Day Conference”](#).