

Terms of Reference (TOR)

for

Consulting Services for Preparation video documentary for Madhabkundo Eco-park.

1. Context and Background:

The concept of ecotourism is now a common issue for the developed countries whereas it is still a new area for the tourism industry in Bangladesh. Although there are a number of barriers in ecotourism in Bangladesh such as natural disaster, population pressure, inadequate physical infrastructural support, still Bangladesh has rich bio-diversified natural habitats, wild life and ancient heritages. If proper steps can be taken to protect the ecotourism spots along with adequate measures to make the destinations as eco-tourist-friendly with appropriate policy to allow ecotourism, then undoubtedly the socio-economic condition of remote local people will be improved and Bangladesh will be able to earn a huge amount of foreign exchange through it. Ministry of Environment, Forest and Climate change supports the development of eco-tourism across the country along with conservation of forests.

Madhabkundo Eco Park is situated at Barlekha Upazila of Moulvibazar district under Sylhet Forest Division. The total area of Madhabkundo Eco Park is 500 acres (202.34 hectares) is surrounded by tea estates, Khasia punji, bangali villagers and reserved forest. There is a largest (200 feet or 61 meters) waterfall in Bangladesh. Every year, thousands of tourists are visited to Madhabkundo because of its natural beauty, especially in winter (Nov-Feb) for picnics or longer pleasure trips. Stones of various sizes, nearby forest and the continuous waterfall attract the tourists very much. The 200 feet high water fall, water flow and huge stone block of that area fascinates the tourists. Madhabkundo eco-park is targeted for establishment of further facilities to promote ecotourism in Sylhet region. There is also an attractive forest area which is full of various type of trees, wild animals, birds. Near the water fall there is a mandir named 'Madhabeswar Mahadeb Mandir' is also very attractive to the tourist.

The project will identify the current facilities, conservation status development a master plan for improving tourism facility and video documentary to promote ecotourism. Madhabkundo Eco Park is the hilly area consists of a lot of rocky hillock, water flowing Chara, deep forest, wet area etc. The fund will be provided by Government of Bangladesh (GoB). Divisional Forest officer, Sylhet Forest is the PD of the project. The Project Director (PD) will be the financial authority. PD will be responsible for whole physical and financial activities. CF, Central circle will check and verify the expenditure prior sending it to the Office of the Chief Conservator of Forests (CCF).

2. Objectives of the assignment:

The main Objective of this assignment/Service is to prepare two high quality video documentary (one is 1.00 to 1.30 minutes and other one is 15 to 30 minutes' duration) to promote ecotourism in Madhobkundo Eco park.

3. Scope of services:

The scope of services of the firm but not limited to the following:

1. Develop content for the video documentary.
2. Collect and record necessary video clip from the Madhabkunda eco-park
3. Collect seasonal footage of the eco-park.
4. Collect necessary interview.
5. Provide monthly progress reports
6. Prepare two high quality video documentary (15-30 minutes and 1:00-1:30 minutes)
7. The video should be multi-lingual and the resolution should be at least 3K, with an aspect ratio of 16:9, 30 FPS interlaced, or as agreed upon with FD during negotiations.

4. Data, facilities & Local services to be provided by the Client:

Within the Capacity/ability, the client will provide possible necessary support to the consultant related to field work. Resource Information Management System (RIMS) unit of Bangladesh Forest Department at Dhaka could be coordinated to get support for information collection.

5. Team Composition:

In order to complete the assignment, the Consultant will assemble a team of technical experts with substantial experience and adequate educational backgrounds to ensure that the services are carried out in a professional and timely manner. The team will include, but not limited to:

Sl. No.	Position	Academic & Experience Requirement	Description of Input (core responsibilities)
1	Team Leader	At least Master’s degree in the related field. S(he) must have at least five (05) years’ experience in preparation of nature/biodiversity/wildlife related video Documentary.	Lead and manage inputs of consultant team; responsible for overall product delivery and for timely and quality execution of services; primary contact point for contract execution.
2	Nature and Wildlife videographer	At least bachelor/diploma degree in the related field and S(he) must have at least five (05) years’ experience in preparation of nature/biodiversity/wildlife related video Documentary.	Required support to the assignment
3	Video editor	At least bachelor/diploma degree in the related field and S(he) must have at least five (05) years’ experience in editing nature/biodiversity/wildlife related video Documentary.	Required support to the assignment.

6. Deliverables and Schedule of Deliverables

A. Deliverables:

The Consultation firm will produce the following deliverables (described further below):

1. Inception Report
2. Monthly progress report.
3. Submission of two video documentary (1.00 to1.30 minutes and 15 to 30 minutes)

1. Inception Report and monthly progress report: Submitted within 1(one)months of contract signing: The Consultant will submit an Inception Report detailing the methodology, approach and work plan for the entire assignment covering all items under" Scope of Services" as outlined in this Terms of Reference. The Inception report will inerta describe the method of video footage collection including an outline of the team tasks and team members' inputs and deliverables. This inception report will be subject to review and comment by the client. The Consultant will revise the inception report based on those comments. The final inception report will be submitted to the Client after incorporation of comments. Monthly progress report will be submitted within the 1st week of each month.

2. Submission of two documentary (1.00 to1.30 minutes and 15 to 30 minutes)

B. Schedule of Deliverables:

The consulting firm will submit all the deliverables to the client in due time.

Sl.No.	Deliverables	Timelines
1.	Inception Report	Within 2 (two) weeks of contract signing
2.	Monthly progress report	Within the 1st week of each month.
3.	Submission of two documentary (1.00 to1.30 minutes and 15 to 30 minutes)	Within 05 (five) months of contract signing

7. Institutional Arrangements

Divisional Forest Officer (DFO) of Sylhet Forest Division represents the Client for this assignment. The Consultant will work under the direct supervision of the DFO of Sylhet Forest Division and Conservator of Forests (CF) of Central Circle, Dhaka. DFO will also support the Consultants that the objective of the assignment, as detailed in the ToR, would be achieved within the agreed time schedule, and that the contents of the video documentary are acceptable to the Government of Bangladesh. (S) he will supervise the execution of the video documentation and will monitor progress according to the objectives set in the ToR. S(he) will facilitate meetings between the consultants and BFD professional staffs to discuss technical issues. Any unresolved issues, either technical or otherwise, will be taken up with BFD's senior technical personnel or other GoB agencies as required.

8. Consultant Responsibilities

Personnel, required equipment, facilities and services will be provided by the Consultant as detailed in this ToR. The Consultant will mobilize the necessary expertise for the effective delivery

of the services as stipulated in the scope of works and ToR. The Consultant will carry out the services in the best interest of the Client with reasonable care, skills and diligence in line with sound professional, administrative and financial practices. Field surveys and field video footage collection will be carried out in coordination with field officers of BFD (Division/Range/Beat Officers). The Consultant will be responsible to the client for the execution of the contract according to the terms and conditions spelled out therein.

9. Other Requirements:

- i) The firm have valid government registration.
- ii) Proven record of financial and institutional soundness of the firm
- iii) Have valid Trade License, Income Tax return certificate, VAT registration, Bank solvency statement.
- iv) Have adequate working equipment and logistic supports to perform the assignment.

10. Duration:

The duration of the consultancy services is 5 (five) months from the commencement date of the Contract.

Divisional Forest Officer
Sylhet Forest Division, Sylhet and
Project Director