



Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

Call for Proposal for Video Documentary on Language Declination where Indigenous Speakers are Surrounded by other Speech Communities

Zabarang Kalyan Samity is looking for one or several companies or individuals to provide video production services on the declination of indigenous languages who are surrounded by other speech communities. Proposals should be submitted to: info.zabarang@gmail.com with cc to info@zabarangbd.org by 5:00 pm of 15th September 2023.

Agencies/individuals are requested to submit separate technical and financial proposals. Financial proposals should be based on the present market price, unit prices in BDT, mentioning VAT and Tax separately. If the agency is not VAT registered, please indicate explicitly.

If necessary, requests for clarifications can be sent to joy.zabarang@gmail.com no later than September 12, 2023.

Note: At a later stage, Zabarang management will contact only the agencies or individuals with technically qualified bids.

Offers received later than 5:00 pm of 15th September 2023 and not as per the requirements will not be reviewed.

The proposal shall comprise the following documents:

1. Technical Proposal to include:

- Company / organizational profile including legal name, year incorporated, number of experts;
- Detailed description of services they performed before;
- Technical data to demonstrate the capacity and the quality of service provided - list your hardware and software items for videos and/or animation;
- Names and CVs of designated core team members to serve the contract if awarded;
- Up to 2 examples of past video productions the bidder directly designed and produced;
- Duration of assignment- how many months it may take to submit the complete products;
- Activity details including a work plan; please mention Month 1, month 2, month 3 etc. instead of mentioning the name of months.

2. Financial Proposal to include:

- Unit description, total unit targeted, unit cost, total cost;
- Total number of experts involved, honorarium for the experts
- VAT and tax for each of the expenses.

Mathura Bikash Tripura
Executive Director
Zabarang Kalyan Samity



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TERMS OF REFERENCE

for

Video Documentary on Language Declination where Indigenous Speakers are Surrounded by other Speech Communities

BACKGROUND & PURPOSE OF THE ASSIGNMENT

Zabarang Kalyan Samity is looking for one or several companies to provide video production services on the declination of indigenous languages who are surrounded by other speech communities. Proposals should be submitted to: info.zabarang@gmail.com with cc to info@zabarangbd.org by 5:00 pm of 15th September 2023.

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Project background:

Bangladesh is rich with language diversity, but the constitution recognizes only Bangla as the state language. There are 27 indigenous languages in the country, of them, 14 are considered as endangered languages.

Language barrier hampers education of Indigenous children from remote villages in various ways. To overcome this, Bangladesh Government started education program in 5 indigenous languages since 2017, but other languages are still in the queue.

The proposed initiative aims to provide support in language development process of the most endangered languages to protect from disappearance and facilitate the targeted 6 languages to prepare for the government's education program.

A considerable number of the indigenous languages are endangered such as, Rengmitcha is spoken by 6 speakers in Bandarban (February 2022), Lahra is spoken by 215 people in Joypurhat and Rajshahi, and Banai spoken by less than 2000 speakers. Although the Bangladesh government introduced education in 5 indigenous languages in 2017, but other languages are not yet brought under the government education system. It is notable that there are 6 indigenous languages such as Mro, Tanchangya, Bawm, Manipuri, Manipuri (Bishnupriya) and Khasi which are targeted for the next education program of Bangladesh government but still these are not prepared for formal education. If no initiative is taken to protect the endangered languages and prepare the targeted 6 languages for education program, these languages will be at risk of extinction and the speech communities will be left behind.

The objectives of the project is to support in language development of the endangered indigenous languages in Bangladesh so that those languages are protected from disappearance and declination; and to support preparedness of 6 indigenous languages targeted for next phase of government's education program.

Producing a video documentary on the declination of indigenous languages is one of the ambitions of the project. This ToR is raised to higher an individual/company for accomplishing the video documentary works.

SCOPE OF WORK

Serving as a non-exclusive video production company to support Zabarang Sonjibon project. The activities involve:

- **Script writing**
- **Video shooting;**
- Video editing;
- **Video recording**
- Developing scripts and storyboards;
- **Voice-over recording;**
- Subtitling;
- **Adapting video content to social media.**
- Graphics and animation, if required;
- **Audio mixing;**
- Drone video shooting, if required;
- **Export final version of the video in formats optimized for HD web distribution and broadcast.**

End product(s) and delivery dates and details

The end product of the video documentary should be completed by **January 25, 2024**. Maximum of 15 days can be extended if the extension of the duration is required for any unavoidable situation.

Contract supervisor and frequency of performance review

The contract will be supervised and validated by the Senior Management Team of Zabarang and performance ~~now~~ at the end of each assignment will be conducted by the Project Coordinator of Sonjibon Project of Zabarang.

Duty station

This is a remote assignment, thus the assigned contractor can perform her/his activities from their respective homes, with frequently site visits for shooting purposes.

Qualification or Specialized Knowledge/Experience Required

- Proven track record in producing high-quality short-form video clips and/or documentary-style videos
- Professional-level videography and editorial competencies
- Proven track record of using innovative techniques and different video formats
- Experience with projects featuring language and culture of indigenous peoples;
- Proven ability to develop a script for the video based on verbal inputs and/or written documents provided by Zabarang



- Ability to add relevant background music to videos when and where required;
- Ability to add special effects to videos in terms of animated titles, infographics, and maps
- Capacity to complete a project within a specified deadline;
- Possessing all necessary audio-visual equipment and software required to produce the required products.
- A designated team to serve the ongoing needs of the long-term arrangement

PAYMENT TERMS

The payment will be made in 3 installments as per following schedule-

Upon signing the agreement and submission of a real time work plan	40% of total estimated amount
After submission of first draft of the video documentary	40% of total estimated amount
After submission of final product and upon approval of the products by the management of Zabarang	20% of total estimated amount

Attachments:

- Technical Proposal
- Price Proposal/ budget
- CV of involved Experts
- Organization/company profile

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