

## Terms of Reference

### VIDEO DOCUMENTARY ON SETTING UP ACCOUNTABILITY MECHANISM

#### BACKGROUND:

Monitoring, evaluation, accountability and learning (MEAL) is a key part of realizing Save the Children's theory of change and common values and strategies, inherent in the child rights programming framework. MEAL is a core function in all programs globally, representing our commitment to accountability and transparency.

Accountability to children and communities involves giving them not only a voice, but also the opportunity to influence relevant decisions affecting whether and how we work with them. And it involves giving children and communities the power to hold us to account in ways that influence the organization's policies, priorities, and actions at local, national and global levels.

Accountability in practice covers the following components –

- i) Regular, timely and accessible **information sharing**
- ii) **Participation** – discussing together, deciding together and working together
- iii) Proactively seeking **feedback** from children and communities and handling their **complaints**
- iv) **Monitoring, evaluating and learning**
- v) Building **staff competencies** for accountable programming

#### SCOPE AND OBJECTIVE:

Save the Children in Bangladesh (SCiBD) is implementing the accountability elements in 9 projects (urban and rural) covering 6 sectors and 9 districts. SCiBD has followed certain steps in implementing the accountability elements and steps are mentioned in the diagram below.



Since the beginning of this process, SCiBD started capturing footages of each of the steps of implementing accountability mechanism.

The main objective of this footage collection is ***“to prepare a documentary of accountability implementation process we are following in the selected projects”***.

#### CONTENT OF DOCUMENTARY:

Broadly, the documentary should cover the following and relevant footages have already been collected by SCiBD.

**Chapter-I:** Overview of general preparation of accountability mechanism implementation, e.g. discussion with sector to identify project locations, first workshop with sector and partners etc.

**Chapter-II:** Consultation with partners and sectors on project selection, getting their opinion on possible mechanism of accountability implementation

**Chapter-III:** Consultation with children and community to get their opinion on possible mechanism of accountability implementation

**Chapter-IV:** Orientation on accountability mechanism for location specific team

**Chapter-V:** Implementation of accountability mechanism at field locations – information sharing, collection of feedback/ complaint etc.

**Chapter-VI:** Flow of a particular complaint/ feedback, e.g. from collection till the resolution

**Cross cutting footages:** SCiBD has taken footages of interviews, discussions with key colleagues as part of the accountability implementation process. These should be placed in different relevant chapters. SCiBD will capture more footages if there is further need in the process of preparing this documentary

**TECHNICAL ASPECTS:**

- There will be a voice over to narrate the film/ documentary.
- Translation and subtitle should be inserted.
- If there is a need, graphical representation of facts and figures may be inserted.
- The film needs to be provided in HD Format and delivered in high resolution DVDs and as well as low resolution for it to be uploaded to web.

**CONTENT:**

Video footage will be provided by Save the Children, the vendor will work on producing the documentary. The script will be provided by Save the Children. However, the vendor will review the script to further update it. If needed Save the Children will shoot more footage to complete the process.

**NARRATIVE:**

Narrative will be prepared by SCiBD and will be provided to the vendor to prepare the script.

**SCRIPT:**

A script will be provided by Save the Children. However, this has to be updated by the vendor as necessary for the final production. The final updated script has to be approved by SCiBD point of contact for this work.

**TIME DURATION:**

15 - 20 minutes, A menu Based Segmented DVD

**LOCATION:**

Dhaka based work. Save the Children will arrange travel if there is a need.

**TRAVEL:**

Save the Children will be responsible for all the footage and will collect more footage if there is a need.

**DURATION OF THIS TASK:**

10 working days

**DELIVERABLES:**

- Final version of the documentary in HD format and DVD
- Final script
- Vendor will make production of copies as per our requirements with printed DVD and box

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