ISLAMIC RELIEF BANGLADESH

Supply Chain Unit

House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212

REQUEST FOR QUOTATION (RFQ)

RFQ No: 246/2026
Ref PR: AX 10793, OCRP Programme
Issuing Date: November 07, 2026

Subject: Request for price quotation for Video Documentary under IRB External Relation and Communication Dept.

To

Please quote for your best price for supply the following items:						
Sl.	Name of Item	Specification	Unit	Qty	Package Price	Remarks
1	Video Documentary	As per ToR	Package	1		
				Grand Total =		

In Word:

TERMS AND CONDITIONS:

1. **Proposal Submission Process:** The interested vendor/farm is expected to submit technical proposal to **technicalproposal@islamicrelief-bd.org** and Financial Proposals to **financialproposal@islamicrelief-bd.org** on or before **11.30 AM, November 15, 2026**. Please mention only the "Financial/Technical Proposal on Video Documentary" as the subject of email.
2. **Financial Offer:** Please note that your financial offer should not exceed **BDT 300,000** inclusive of all applicable costs and taxes.
3. **Time of delivery:** As per ToR.
4. **VAT & IT:** VAT and TDS will be deducted as per govt rules. Supplier must provide MUSHAK 6.3 with the bill.
5. **Mode of payment:** Through A/C payee cheque or bank transfer in the name of your business organization.
6. **Bid Bond:** (Not Applicable)
7. **Business Documents:** All relevant documents copy like trade license, VAT, Tax etc. must be up-to-date and attached with your quotation.
8. **Offer letter:** You are requested to provide a forwarding letter of your organizational letterhead pad with seal and signature from authority with this offer.
9. **Penalty amount:** A. 2% of work order amount will be deducted from your total bill amount for each and every belated day or as per IRB management decision. B. 5% of work order amount will be deducted for any deviation with the given specification in your quotation if supply does not rectify immediately or as per IRB management decision.
10. **Quantity deviation:** IR has the authority to divide the quantity as per the need of the organization.
11. IR follows ZERO-TOLERENCE policy for any form of bribery or corruption.
12. All quotation should be intact at the time of submission.
13. **Condition:** The authority of Islamic Relief reserves the right to accept or reject any or all of the quotations and right to stop supply at any stage of delivery without assigning any reason whatsoever
14. Others (if any):

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Supply Chain Unit
Islamic Relief Bangladesh
Cell: **01777773725**

Vendor's Sign, Seal and Date

Terms of Reference (ToR)
for
Process Documentation of Orphan Sponsorship Programme (OSP)

ABOUT ISLAMIC RELIEF BANGLADESH

Islamic Relief Worldwide is an independent humanitarian and development organization and founded in 1984, with headquarters based in Birmingham, UK, we have a presence in 45 countries. Inspired by Islamic values, we support the world's most vulnerable people in the fight against poverty and suffering. We do this regardless of race, political affiliation, gender, or belief, and without expecting anything in return. Islamic Relief has been working in Bangladesh since 1991 when we provided emergency relief and supported communities to rebuild in the wake of a devastating cyclone. Since then, we have expanded our programmes to focus on both humanitarian and development challenges.

Islamic Relief Bangladesh (IRB) is seeking a professional production firm to document the Orphan Sponsorship Programme (OSP): how it works and the change it brings to orphaned children and their families. The final products will support local and global advocacy, donor accountability and fundraising, and will show the impact of the programme on orphan families in Bangladesh.

PROJECT BRIEF:

Orphan Sponsorship Programme- Islamic Relief Bangladesh

IRB has been working to ensure the rights & protection of vulnerable and marginalized orphan children, following the 'General Principles' of the UNCRC. Over the years, IRB has developed a strong niche in working with the orphaned children & their families in an integrated community-based approach. Since 2004, IRB has been implementing the Orphan Sponsorship Programme (OSP), one of its longest-running initiatives, and providing financial and technical assistance to the vulnerable orphaned children & their families, regardless of gender, race, religion, belief, political affiliation, age, or ability. Currently, IRB is supporting around 3,000 orphaned children & their family members to ensure their education, healthcare, nutrition, shelter & WASH as well as to create sustainable livelihood opportunities to lift them out of poverty and make them self-reliant. IRB believes in strengthening families & communities who are the immediate caregivers and strongly advocates for developing community-based integrated care system instead of institutional care.

Goal:
To improve the socio-economic condition, and ensure the rights and protection of the orphaned & vulnerable households

Objective:
To ensure the education, healthcare, nutrition, and overall welfare of the orphaned & vulnerable children

Expected Result:
- Improved education so assessment results are above the national average for children

- Improved awareness and adoption of a healthier lifestyle & environment
- Enhanced physical, psychological & spiritual wellbeing of sponsored families
- Improved child protection, and a more secure & safe environment for children
- Enhanced economic wellbeing through diversified livelihood opportunities and employability skills for the children & their caregivers

Locations:

- Climate-vulnerable coastal areas - Khulna, Bagerhat, Patuakhali, Barguna & Cox's Bazar
- Haor & river erosion-affected areas - Sunamganj & Rajbari
- Poverty-stricken areas - Rangpur & Thakurgaon

Major activities:

1. Provide financial assistance to sponsored children and adolescents.
2. Ensure school enrolment, attendance, retention, academic progress under the education support.
3. Collect, update, and submit Annual Progress Reports (APRs) and sponsorship data to donors.
4. Organise teacher meetings, motivational sessions, and educational activities.
5. Facilitate Self-Help Group (SHG) meetings, Qard-al-Hasana, Income-Generating Activities (IGAs) savings, leadership training, and livelihood development.
6. Organise Child Learning Centre (CLC) activities and leadership and life-skills training for children and adolescents.
7. Conduct awareness sessions on child rights, protection, safeguarding, health, hygiene, gender equality, and positive parenting.
8. Engage local authorities, SMCs, CBCPCs, faith leaders, and community stakeholders to prevent harmful practices against children.

DELIVERABLES:

We are looking for a firm to produce a suite of high-quality visual assets for the Orphan Sponsorship Programme.

- **1x Main Documentary (5-6 mins):** A 5-to-6-minute documentary showing how combining sponsorship with family support, protection, empowerment and development opportunities helps children and their families build better lives
- **5X Success & Impact Stories for social media:** Five short reels (60 to 90 seconds each), each following one sponsored child or family. The firm will film each story in full during fieldwork, with enough material for it to work on its own as a reel. Selected moments from these stories will also be used in the main documentary.
- **Supporting materials:** raw footage, full interview transcripts (Bangla with English translation), signed consent forms for everyone featured.

Photography:

- At least 100 high-resolution photographs, including action shots of programme activities and dignified portraits of community members. The photographs should focus on:
    - Portraits of rightsholders & stakeholders giving thanks for the assistance
    - Contextual images depicting family resilience & transformation.
    - Photos showing people's skills, achievements and everyday progress.
    - Photos telling human-interest stories

SCOPE OF WORK

The firm selected will be responsible for the end-to-end production of the documentary, impact stories and photographs. The firm will undertake all necessary tasks to complete the assignment, including in-depth research to understand the project context and extensive travel to project areas. The scope includes the following key phases and responsibilities:

1. **Pre-Production and Planning**
    - Stakeholder Consultation: Attend meetings with the Project and External Relations and Communications teams to align on the assignment's vision and the Terms of Reference (ToR).
    - Inception and Strategy: Develop a comprehensive inception report detailing the work plan, strategy, and methodology for completing and submitting the required video content.
    - Scripting and Storyboarding: Develop detailed scripts and storyboards for all video content in consultation with key stakeholders. Final scripts must be approved by Islamic Relief Bangladesh before any filming begins.

2. **Production and Fieldwork**
    - Extensive Field Filming: Conduct field visits to capture 4K footage and record interviews with rightsholders and stakeholders. An IRB staff member will accompany the crew on all field visits.
    - Cinematography Techniques: Use professional equipment, including drones for aerial shots and high-quality audio recording tools. The firm is responsible for obtaining all government permissions required to fly drones.
3. **Post-Production and Technical Specifications**

The firm will manage the entire post-production workflow, ensuring all deliverables meet international broadcasting and digital standards.

- ✓ **Video Editing and Creative Direction**
    - Professional Montage: The firm will perform high-end editing, including colour grading , sound mixing, and transitions, strictly following the approved scripts.
    - Motion Graphics: Integration of 2D/3D animations, infographics, and lower thirds to explain complex data or project impacts visually.
    - Drafting and Feedback Loop: To ensure the highest quality, the firm must submit cuts for review **up to three times**. Each version must incorporate specific feedback and adjustments

from the client before moving to the next stage. Final versions will only be accepted once all stakeholder comments are addressed.

- Resolution: All video content must be delivered in 4K (Ultra HD).
- Delivery Format: Final files should be provided in .MP4 (H.264 or H.265) for web use and ProRes 422 for archival purposes.

✓ **Social Media Reels and Short-form Content**

- Optimised Formats: Beyond the long-form documentary, the firm will produce high-energy "Reels" or "Shorts" (60–90 seconds) optimised for vertical viewing (9:16 aspect ratio).
- Engagement-Focused: These should feature fast-paced editing, "hook" captions, and text-overlays suitable for Facebook, Instagram, and YouTube Shorts.

✓ **Photography and Visual Assets**

- Post-Processing: All high-resolution photographs must undergo professional retouching and colour correction.
- Metadata and Archiving: Photos must be delivered with descriptive captions, including location, date, and the names of the individuals featured (where applicable), organized into thematic folders. For children, captions must use first names only (or a changed name, where needed for safety) and must never reveal a child's home address or school.
- Photography: Minimum 24-megapixel resolution, delivered in JPEG formats.

✓ **Original Music and Audio**

- Music: Use original or properly licensed royalty-free music. The firm will hand over all licence documents so the content can be shared on Facebook, YouTube and other platforms without copyright claims.
- Voiceover: Professional English voiceover with clear narration, recorded from the IRB-approved script.
- Subtitles: High-quality English subtitles hardcoded for social media and provided as separate SRT files for the main documentary.

✓ **Copyright and Compliance**

- Ownership: Islamic Relief Bangladesh will hold the exclusive copyright for all final content, raw footage, photographs, and interviews.
- Use by the firm: The firm may not use any footage, photographs or excerpts, including in its own portfolio or showreel, without prior written approval from Islamic Relief Bangladesh. Content showing children may not be used by the firm at all.

TIMEFRAME

The assignment will follow the timeframe below.

Key Task	Timeframe	Location
Inception, Consultation and Planning	Days 1–3	Islamic Relief Bangladesh Country Office / Online
Research, Story Selection, Scripting and Storyboarding	Days 4–7	Country Office / Online
Field Filming and Photography	Days 8–11, including travel	Selected Project/Field Offices and Communities, Pangsha, Rajbari
Initial Post-production, Photography Processing and First Rough Cut	Days 12–18	Firm's Office
First Review and Feedback	Days 19–20	Online / Islamic Relief Bangladesh
Revision and Second Cut Submission	Days 21–23	Firm's Office
Second Review and Final Feedback	Day 24	Online / Islamic Relief Bangladesh
Social Media Reels and Short-form Content	Days 25–27	Firm's Office
Finalisation of Audio, Voiceover, Subtitles, Graphics and Colour Grading	Days 25–28, in parallel with reels	Firm's Office
Final Quality Check, Incorporation of Feedback and Final Submission	Days 29–30	Firm's Office / Islamic Relief Bangladesh Country Office

Total assignment period: 30 days from the date of signing the agreement.

Note: The entire assignment must be completed within 30 days of signing the agreement. The timeline includes travel, field production, post-production, review and feedback, revisions, development of social media content, and final submission. The selected firm will be responsible for planning its activities accordingly to meet the final deadline.

ETHICAL AND CULTURAL CONSIDERATIONS

- Consent: Obtain informed written consent, using Islamic Relief consent forms, before filming or photographing anyone. Where a person cannot read or write, record verbal consent with a witness. For children, get consent from a parent or guardian and the child's own agreement.
- Dignity & Respect: Show people with dignity, as active agents of change, avoiding images of suffering, pity or exploitation.
- Cultural Sensitivity: Dress appropriately and follow local customs while interacting with communities.
- No Manipulation: Do not stage, misrepresent, or alter the meaning of a scene.
- Data protection: Personal information, raw footage and consent forms must be stored securely, shared only with IRB, and deleted from the firm's systems after final handover.
- Safeguarding: All crew members must sign Islamic Relief's safeguarding policy and code of conduct before fieldwork. No crew member should be alone with a child, and children must not be filmed in a state of undress or distress.

QUALIFICATIONS AND REQUIREMENTS FOR THE FIRM

- The firm must have at least 5 years of experience in producing video documentaries,
- Extensive experience in producing video documentaries for international organizations
- Excellent technical capacities (filming equipment capable of 4K recording) to ensure smooth and high-quality production
- Experience in development communication
- Must have a valid Trade License or be registered as a consultant/entity
- Must be legally eligible to work in Bangladesh and have no conflict of interest with IRB operations

BUDGET:

The required budget will cover the overall production of the OSP video documentary and impact stories, including pre-production planning, story development, beneficiary selection, field visits, transportation, accommodation and per diem for the production team, videography and photography, equipment rental, video editing, colour correction, sound mixing, subtitles, graphics, and preparation of the final documentary and short impact videos for digital dissemination.

SELECTION CRITERIA

To ensure the selection of a qualified and experienced firm for producing high-quality project documentaries and photography, the following criteria will be used in the evaluation process:

1. Creative Approach and Methodology (25%)

- Understanding the project's objectives and ability to translate them into compelling visual narratives.
- Innovative approach in storytelling, scripting, and visual presentation.
- Proposed methodology for pre-production, production, and post-production.

2. Technical Capability and Quality of Previous Work (25%)

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- Portfolio demonstrating high-quality cinematography, storytelling, and editing.
- Use of advanced filming equipment, drones, and high-resolution cameras.
- Ability to produce content in multiple formats suitable for digital and broadcast platforms.

3. Firm's Experience and Expertise (20%)

- Minimum of 10 years of experience in documentary filmmaking and professional photography.
- Proven track record of producing high-quality audio-visual content related to development projects, and humanitarian efforts.
- Experience working with NGOs, government agencies, or international organizations.

4. Experience in similar Assignments (10%)

- Demonstrated experience in handling similar projects successfully.
- References and testimonials from past clients on similar assignments.
- Case studies or examples of previous work that align with the current project's objectives.

5. Team Composition and Qualifications (10%)

- Availability of a skilled team including director, videographers, scriptwriters, editors, and photographers.
- Professional background and relevant experience of key team members.

6. Budget and Cost-Effectiveness (10%)

- Competitive pricing aligned with the quality of services provided.
- Cost-effectiveness without compromising quality.

EVALUATION PROCESS

- Proposals will be scored based on the above criteria.
- Shortlisted firms may be invited for an interview and/or presentation.
- Final selection will be based on cumulative scores and overall suitability for the project.

Payment Schedule

Deliverable	Payment	Payment Condition
1. Inception Report and Script Finalisation	**30%**	Upon submission and approval of the inception report with detail workplan, timeline and final scripts
2. Final Delivery	**70%**	Upon completion, submission and approval of all final deliverables, including the documentary, social media reels, photographs, subtitles, raw footage and other agreed materials

Payment Terms: Payments will be made upon satisfactory completion and approval of each deliverable by Islamic Relief Bangladesh. The final payment will be released only after all agreed feedback has been incorporated and the complete set of final production materials has been submitted.

HOW TO APPLY

Submit a Technical (max 5 pages) and a Financial Proposal following an Expression of Interest. Follow the Formats of the Technical and Financial Proposal attached to this ToR.

Annex A. Format of the Technical Proposal

1. Creative Approach and Methodology
2. Outline of the documentary
3. Proposed Workplan
4. Technical Capability of the Firm (and Quality of Previous Work)
5. Firm's Experience and Expertise
6. Experience in Similar Assignments
7. Team Composition and Qualifications
8. URL of the Portfolio, of the Previous and Similar Works

