

Terms of Reference for
Documentary Filmmaking
of
Unnayan Dhara

(Founding spirits, activities, mission-vision, challenges and success stories)

FOCUS ISSUES: Farmer organizations/ cooperative, organic farming and marketing (L)

1. Specifications:

- **Title:** Video Documentary
- **Duration:** 7-10 minutes' documentary
- **Film format:** Full HD digital (1080p/1080i with universal 16:9 PAL/ NTAC, H.264, universal formation)
- **Documentary output:** MOV (HD Master) and MP4 (Web/ Portable Version)
- **Shooting spots:** Jhenaidah districts
- **Version:** Bengali (with English subtitle)
- **Recording:** Photography and Video

2. Visual List

2.1 INTERVIEWS

1. Founder & Adviser (on History, Vision, Mission and Activities)
2. Executive director (Vision, Mission, Activities, Challenges and Success Stories)
3. Local civil society members / well wishers (linked with Unnayan Dhara): 2-4 persons, statement or testimonial based.
4. Issues based key stockholders & beneficiaries (issue based 2-4 persons, linked visual activities)
5. Farmer activities' interview/ statement/ experiences sharing (at least 2 farmers/ beneficiaries per issue)
6. Beneficiaries (view, practices and experiences)

2.2 Field/Sport

1. Organic farming: activities of farmers (in field and farms)
2. At least 2 places/ project of 3 issues each (Farmer organizations) visit and visual records
3. Different composting, local organic farming techniques and practices
4. Crops/ organic products the house/ filed of beneficiaries
5. Lokaj Bazar outlets and clients at Jhenaidah town, Vatoi Bazar & Fazilpur Bazar.

2.3. Use of Archive Video

- Review and select the related video from Unnayan Dhara's archive.

3. Photography (and video)

- Organic products' photos for web and use

- Farmers' portrait
- Crop-field, cultivation, vermicompost, trichocompost and different organic technologies and products.

4. ADDITIONAL (As per the requirements and direction of ED)

** Local music, song and popular cultural visual (if possible) for using to tale the storing interesting way.

6. Time Frame

- Video taking/documentation: by 1st week of July 2018
- Submission of draft documentary: by 10th of August 2018
- Submission of final documentary: by 30th of August 2018

7. Payment Schedule

- **1st Installment (50%):** upon signing of the agreement
- **Final Installment (50%):** after submission of final documentary
- All payments will be made by account payee cheque or bank transfer. UD will deduct and deposit all VAT/Tax as per government rules.

8. Other Terms & Conditions

- Unnayan Dhara will bear the travel cost, local transport, food & accommodation cost for two persons involved in field level documentation.