



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Ref. No: 53.23.0000.001.03.057.25-5399

Date: ০৪ September 2025

Subject: Request for Expression of Interest (REOI) for Selection of a Consulting Firm for Producing 'Video Documentaries' of Rural Microenterprise Transformation Project (RMTP) of PKSF.

Palli Karma-Sahayak Foundation (PKSF) is an apex development organization established by the Government of Bangladesh in 1990 for poverty alleviation through employment creation. Since its inception, PKSF has been implementing various development programs and projects through its partner organizations (POs) all over Bangladesh. Currently, PKSF is implementing a six-year project titled 'Rural Microenterprise Transformation Project (RMTP)' from January 2020. The project's goal is to increase the income, food security and nutrition of marginal and small farmers and microentrepreneurs across selected value chains. The development objective of the project is the sustainable growth of selected rural commodity value chains with comparative advantage, market demand, growth potential, and backward linkages to small farmers and microentrepreneurs.

The project has three components; 1) Value Chain Enhancement, 2) Financial Services, and 3) Institutional Strengthening and Project Management. Under the component 3, the project will produce "Video Documentaries". These documentaries will visually communicate the impact of the RMTP.

Objective of the producing Video Documentaries

The primary objective of the video documentary assignment is to visually communicate the transformative journey and impact of the Rural Microenterprise Transformation Project (RMTP) on its participants, particularly small and marginal farmers and micro-entrepreneurs across Bangladesh.

Necessary Information:

01	Agency	Palli Karma-Sahayak Foundation (PKSF)
02	Name of Procuring Entity	Dr. Mohammad Jashim Uddin, Additional Managing Director
03	Title of Service	Selection of a Consulting Firm for Producing 'Video Documentaries' of RMTP of PKSF
04	Procuring Entity District	Dhaka

PKSF Bhawan, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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05	Expression of Interest (EoI) for	Producing 'Video Documentaries' of RMTP of PKSF
06	EoI Ref. No.	53.23.0000.001.03.057.25-5399
07	Package No.	PKSF/RMTP/2025-2026/SD-16
Key Information		
08	Procurement Method	Quality and Cost Based Selection (QCBS)
Funding Information		
09	Budget & Source of Fund	PKSF own fund and International Fund for Agricultural Development (IFAD)
Particular Information		
10	Name of the Program	Selection of a Consulting Firm for Producing 'Video Documentaries' of RMTP of PKSF
11	EoI Submission	EoI, in two sets (1 original & 1 duplicates) each with supporting documents, must be submitted (<u>using shortlisting questionnaire with attached formats</u>) in sealed envelope at the PKSF Bhaban, Plot: E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207 directly or by courier/mail and be clearly marked on the envelope: Selection of a Consulting Firm for Producing 'Video Documentaries' of RMTP of PKSF
12	EoI Closing Date & Time	Date: 22 September 2025 Time: 2:30 pm
Information for the Applicant		
14	Brief Description of Assignment	<p>The firm will execute all necessary tasks, from research to video production, ensuring alignment with project objectives. The submission of an inception report, collaboration with the PMU, and client-approved script development will lead to the creation of impactful video contents, complemented by creative naming. The firm will-</p> <p>a) Inception Report:</p> <ul style="list-style-type: none">• Conduct necessary research and gain a comprehensive understanding of the assignment.• Develop an inception report outlining the work plan, strategy, and relevant details for producing and submitting the required video contents.

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		<p>b) Script Development:</p> <ul style="list-style-type: none">• Visit the shooting locations before development of the scripts and collect the beneficiaries' interview, and necessary information.• Review the project documents for development of the video scripts.• Collaborate with PKSF's Project Management Unit (PMU) to develop scripts for video documentaries.• Obtain client approval for the finalized scripts before proceeding to the production phase. <p>c) Video Production:</p> <ul style="list-style-type: none">• Initiate the production phase with the client's approval.• Produce video contents according to specified criteria for each video, covering diverse project activities and special features.• Use copyrights free background music for the video documentary.• Take approval and sample of the voiceover before finalizing the video documentary.• Use appropriate subtitles in English for the video documentary and take approval from Project Management Unit of RMTP and the PKSF management.• Use PKSF, IFAD, and DANIDA logos for the closing screen of the video with appropriate animations and motion graphics. <p>d) Draft Submission and Feedback:</p> <ul style="list-style-type: none">• Submit draft videos for client feedback.• Incorporate client comments and submit final versions of the videos. <p>Details are described in the Terms of Reference (ToR).</p>
15	Qualification & Experiences	<p>a. The firm must have at least 5 years of experience in producing video documentaries, video contents, audio-visuals for government and nongovernment entities as well as national and international development agencies.</p>

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		<ul style="list-style-type: none">b. Technical and human resources to ensure smooth, on-time and high-quality production without outsourcing;c. Demonstrated capacity of producing video contents by in-house director pool, production, and postproduction facilities under one roof;d. Possession of necessary logistics like vehicles, shooting equipment, editing panel, sound studio, etc.e. The team members should have a good combination of experienced journalists, media professionals and their relevant educational qualifications such as a degree in communication, film and multimedia is preferred.f. Detailed completed and ongoing experience including similar experiences with supporting documents.g. The firm should have completed minimum five assignments with each valued at minimum BDT 25 lakhs in the past 5 (five) years.h. Income tax assessment certificate/acknowledgement certificate, updated Trade license, VAT certificate, and Registration certificate (if applicable);i. List of organizational committee members/board of directors;j. Bank solvency certificatek. List of existing senior management and assignment-related professional manpower
16	Documents should be submitted along with EoI	<ul style="list-style-type: none">a) Profile of the firm (including Name, Address, Telephone/cell, Fax, Email, Website etc)b) List of logistics (such as: computers, printers, photocopiers, vehicles, shooting equipment, editing panel, sound studio, etc.)c) Office spaced) Copy of updated certificate of income tax and value added tax, income tax assessment certificate/acknowledgement certificate.e) Copy of valid Registration certificate and Trade licensef) Copy of bank solvency certificate along with last 3 months financial transaction statement from the EOI submission date

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17	Association with foreign firms	Not Encourage
Procuring Entity Details		
18	Name and Designation of the Official Inviting EoI	Dr. Mohammad Jashim Uddin, Additional Managing Director & PE, PKSF
19	Address and contact details of official inviting EoI	PKSF Bhaban, Plot: E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207. Phone No.: 880-02222218331-33, 02222218335-39 Email: jashim@pksf.org.bd

Dr. Mohammad Jashim Uddin
Additional Managing Director &
PE, PKSF



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