

16 March 2025

Mohammad Ashraful Hoque

House 62, Road 4/A

Dhanmondi, Dhaka

Subject: Terms of Reference

Dear Ashraf Bhai,

Greetings! We are delighted to inform you that MRDI is implementing the project **Improving Quality Journalism in Bangladesh (IQJB), Phase III** in partnership with Fojo Media Institute, Sweden. The project intends to contribute to improving the conditions for strengthening democracy, transparency, and freedom of expression, reducing corruption, fostering gender equality, and addressing climate change challenges in order to build a sustainable society.

Under the project, we are in the process of developing an online course on the basics of journalism. Considering your long track of experience in reporting, newsroom management and engagement in successful production of the online course on TV reporting for MRDI's e-learning platform, we are requesting your support as the production coordinator under the following terms:

1. Work closely in consultation and collaboration with the executive director and the head of capacity building of MRDI
2. Work jointly with Qurratul Ain Tahmina, the course coordinator of this initiative.
3. Finalize the outline of the course jointly that you submitted during the planning period in consultation with MRDI team.
4. Supervise production of the online course including video recording, editing, GFX, animation and others in consultation with and support from MRDI.
5. Propose eligible company/individual for production services and equipment's like camera, microphone, light & auto script, videographer, production assistant, external expert, graphic designer, video editor, proofreader etc. and help MRDI in negotiating with the company/individual.
6. Sit with the course coordinator and MRDI during development of the online course for smooth and timely completion of the process.
7. Share rough video sessions with MRDI for feedback before producing the final version of the course and handover all relevant materials and contents upon completion.
8. Work with the Senior IT officer-MRDI in uploading the course to its e-learning platform.
9. The duration of your assignment will be from 16 March 2025 to 15 August 2025, which will include uploading the course on MRDI's e-learning platform.
10. An amount of Tk. 400,000.00 (Four lacs) only will be paid as an honorarium for your whole assignment including the planning, production, editing and uploading of the course.
11. Payment will be made in three instalments. 25% after signing ToR and submitting a detailed outline of the course, 25% after finalizing all the scripts and the remaining 50% after satisfactory completion of the production and uploading.

12. Payments will be made through bank transfer (Mohammad Ashraful Hoque, Mutual Trust Bank PLC, MTB Centre - Corporate Branch, A/C # 0460310044392, Routing-145264851).
13. VAT and Tax as admissible will be deducted at source as per Govt. rules.
14. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.
15. Both the parties will have similar right to discontinue the ToR on mutually agreed date and condition.

If the terms & conditions are acceptable to you, please sign the ToR in the space provided below.

Yours Sincerely,



Hasibur Rahman
Executive Director

Accepted by:



Mohammad Ashraful Hoque
Date: 16 March 2025

Child Protection Code of Conduct


I, **Mohammad Ashraful Hoque**, acknowledge that I have read and understood MRDI's *Child Protection Policy* under the Financial and Administrative Manual and agreed that in the course of my association with MRDI, I **must**:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with MRDI that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child

- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the obligation is on me, as a person associated with MRDI, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signature: 

Date: 16 March 2025