

MRDI/2022-2023/276

03 April 2023

Mohammad Ashraful Hoque
Freelance journalist
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Dhanmondi, Dhaka

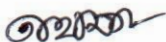
Subject: Work order for online training course on television journalism

Dear Mr. Hoque,

Greeting! I am pleased to inform you that MRDI has decided to issue a work order for developing an online training course on television journalism in accordance with the proposal you submitted.

Procurement committee of MRDI went through your proposal with support from its Head of Capacity Building and decided to assign the task to you with the following terms and conditions:

1. Work in direct supervision of the Head of Capacity Building of MRDI in coordination with the Executive Director.
2. Head of Capacity Building of MRDI will be the focal point for this assignment.
3. Coordinate and supervise the whole process of developing the online course along with presentation for the video sessions mentioned in your technical proposal.
4. Produce draft script of the online course, share with MRDI and finalize by incorporating feedback.
5. Supervise production of the online course including video and audio content, shooting, editing, GFX, animation and others according to your proposal, in close with the focal point.
6. Propose eligible company/individual for production related services like camera, microphone, light, light crew & auto script, videographer, production assistant, external expert, graphic designer, video editor, music director, proofreader, production of at least 2 promo, editing and proofreading of script etc. and help MRDI in negotiating with the company / individual.
7. MRDI will pay the company or individuals according to the negotiated amount.
8. Present and work closely with the senior IT officer of MRDI during uploading the course in MRDI online platform.
9. Share rough video sessions with MRDI for feedback before finalizing and submit the final version of the entire course and all other relevant materials on a USB drive upon completion.

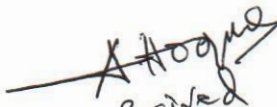


10. Sit with MRDI twice every month during development of the online course to discuss about the progress.
11. Duration of your assignment will be from 6 April 2023 to 30 August 2023 which will include uploading the course online.
12. An amount of Tk. 11,00,000.00 (Eleven lacs) only will be paid as an honorarium for your whole assignment including the planning, production, monitoring, content uploading and supervision, direction and editing of the course.
13. Payment will be made in three instalments. 50% will be paid upon receiving the work order by you. 20% will be paid after finalizing the script and session plan before shooting videos and the remaining 30% will be paid after satisfactory completion of the assignment. Payments will be made through bank transfer (**Mohammad Ashraful Hoque**, Mutual Trust Bank Limited, MTB Centre - Corporate Branch, A/C # 0460310044392, Routing-145264851).
14. VAT and Tax as admissible will be deducted at source as per Govt. rules.
15. MRDI will have the right to reject the work order if the terms & conditions are not fulfilled properly, or delivery is not made within the specified time, or the production quality is not satisfactory.
16. Require acknowledging the Child Protection Code of Conduct as per MRDI Policy.

Thanking you,



Tahmina Ferdowsy
Senior Accounts Officer
MRDI


Received
05/04/2023