

1 June 2021

**Sakib Bin Rashid**  
Flat: CE1, Asroy Apartment  
5/4 A, Iqbal Road, Mohammadpur  
Dhaka

**Subject: Terms of Reference**

Dear Mr. Sakib,

Greetings! You will be happy to know MRDI is implementing the project, 'Financial Literacy' in partnership with HSBC with an objective to promote CSR as an alternative and sustainable source of development funding.

Under this initiative, an online course on financial literacy will be developed for the school students particularly from grade VIII to X to develop capacity of and create a positive mindset on savings among young learners in with support from the a2i programme under ICT division Bangladesh. The course will be placed in the e-learning platform (muktopath or connect) of the a2i programme. The course will contain videos and quizzes for the course participants. It will benefit the young learners to acquire knowledge on income and expenditure planning, institutional savings and investment.

Considering your expertise and previous involvement with MRDI for developing similar online course, MRDI requests your support under the following terms and conditions:

1. Responsible for overall production of the on-line course including video and audio content, video shooting, video editing, GFX, animation and other materials, with close communication with MRDI team.
2. Total length of the online course will be 16 sessions, approximately 1:00 to 1:30 hours.
3. Present contents of video sessions in the content finalization meeting where issue experts and a2i programme officials will be present.
4. Share video sessions to MRDI team and a2i programme officials for feedback before finalization.
5. Submit the final version of the online course.
6. Duration of the assignment will be from 1<sup>st</sup> June- 31<sup>st</sup> August 2021.
7. An honorarium of taka BDT 894,400.00 (Eight lac ninety-four thousand and four hundred) only will be paid only for the assignment. 50% will be paid after the content finalization meeting; 25% paid after shooting of video sessions and rest 25% will be paid after completion of the assignment. Each payment will be made after submission of invoice.
8. VAT/TAX as admissible will be deducted at source as per Bangladesh Govt. rules.
9. Child protection code of conduct form acknowledgement is required.

If the terms & conditions are acceptable to you, please sign the work contract in the space provided below and return one copy to us.

Yours Sincerely,



**Hasibur Rahman**  
Executive Director

Accepted by:



**Sakib Bin Rashid**

Date: **1-6-21**