

16 March 2025

**Qurratul-Ain-Tahmina**

House 35/A, Flat 5B,  
Road No. 4, Dhanmondi, Dhaka.

**Subject: Terms of Reference**

Dear Miti Apa,

Greetings! You are aware that MRDI is implementing a project '*Improving Quality Journalism in Bangladesh, Phase III*' in partnership with Fojo Media Institute, Sweden which has an objective to establish a mindset of gender transformation in the Bangladeshi news media aligned with MRDI's 5-year strategic plan.

To achieve this objective, MRDI has already developed a Gender Charter of Commitment and presented it to the news outlets in Bangladesh for their ratification and by now, 21 news outlets have signed the charter, demonstrating their commitment to promoting gender equality, equity, dignity and sensitivity at work and in the content.

As a follow-up of the initiative and request from the News outlets, MRDI plans to assist them in developing their own gender policies and improving their capacity.

Recognizing your expertise in gender research, developing a common gender guide for journalists, deep understanding of the Bangladeshi news media, its landscape and your engagement in developing the Gender Charter of Commitment, we are requesting your support in developing in-house gender policies for individual news outlets in alignment with the Gender Charter under the following terms:

1. Work closely and in consultation with the Executive Director of MRDI.
2. A two-member MRDI team will provide secretarial assistance to you during the assignment and work closely with you and the news outlets.
3. A total of five policies/guidelines will be developed under this assignment. The in-house policies will basically follow the scope and structure of the Gender Charter of Commitment.
4. Meet at least three times with each news outlet during drafting and finalizing the policy.
5. The initial draft of the policy will be developed jointly by each news outlet and the MRDI team under your guidance.
6. Review the initial drafts and provide feedback to the respective news outlets, if required, and then finalize the documents.
7. Prepare a presentation of the document for each news outlet following the completion of its in-house gender policy.
8. Conduct a daylong or a two half-day orientation session on the policy according to the requirement of each news outlet.
9. The duration of your assignment will be from 16<sup>th</sup> March 2025 to 31<sup>st</sup> March 2026 subject to approval from the NGOAB.

10. By 20<sup>th</sup> August 2025, two policies will be developed and the remaining three in the rest of the period.
11. The honorarium for this assignment will be **BDT 110,000.00** (One lac Ten thousand) only per news outlet i.e. a total of **BDT 5,50,000.00** (Five lac Fifty thousand) only will be paid for five news outlets.
12. If required, this ToR will be reviewed in September 2025.
13. Payments will be made through bank transfer (A/C Name: Qurratul Ain Tahmina, Bank name: Dhaka Bank Limited, Branch: Karwan Bazar Branch, Dhaka, A/C No: 2072000033692, Routing Number: 085262539) upon completion of the assignment.
14. VAT/TAX as admissible will be deducted at source as per Bangladesh Government rules.
15. Child protection code of conduct form acknowledgment is required.
16. Both the parties will have similar rights to discontinue the ToR on mutually agreed date and condition.

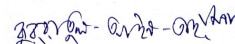
If the terms & conditions are acceptable to you, please sign the ToR in the space provided below and return one copy to us.

Yours Sincerely,



**Hasibur Rahman**  
Executive Director

Accepted by:



**Qurratul-Ain-Tahmina**

Date: 16 March 2025

## Child Protection Code of Conduct

I, **Qurratul-Ain-Tahmina**, acknowledge that I have read and understood MRDI's *Child Protection Policy* under the Financial and Administrative Manual and agree that during my association with MRDI, I must:

- treat children with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not using language or behavior 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 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 exploit or harass children or access child exploitation material through any medium
- not using physical punishment on children
- not hire children for domestic or other labor, 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 labor laws concerning child labor
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance following appropriate procedures
- immediately disclose all charges, convictions, and other outcomes of an offense, which occurred before or occurred during my association with MRDI that relates to child exploitation and abuse.

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

- assess and endeavor 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, metadata 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. 29 January 2024

Signature:



Date: 16 March 2025