

4 March 2025

Md. Moinul Kabir

Flat No. 1/10, House No-9, Road No-3
Dhanmondi R/A, Dhaka 1205

Subject: Terms of Reference

Dear Mr. Kabir,

Greetings from MRDI! You will be happy to know that MRDI is implementing a project '*Strengthening News Media Freedom and Accountability in Bangladesh*' in partnership with The Asia Foundation aiming to support the Media Reform Commission according to its needs before submitting final recommendations to the Interim Government. We have already submitted a set of recommendations generated from consultation and interaction with different stakeholders which is acknowledged and highly appreciated by the commission.

The commission feels that a new law is essential to drive transformative reforms by establishing a national independent commission to counteract repressive laws that undermines press freedom in Bangladesh. If enacted, the new law could facilitate structural reforms, address legal provisions that enable censorship and establish meaningful protections for journalists.

In continuation of the efforts, we are in close contact with the reform commission and have a feeling that our recommendations are mostly aligned with the discussions within the commission.

In reference to our discussions and communications with the commission, now we are planning to develop an initial draft of "National Media Commission Ordinance" and share it with the reform commission which has been on the top of MRDI's recommendations.

At this stage, we feel, if we can convince the reform commission to attach this draft with their report and recommendations to the interim government, it will be a step forward to our future advocacy effort to pursue proclamation of the ordinance and continue it among political parties before and after the national election for enactment of the act.

Considering your expertise and understanding of legislation and relevant issues and previous working experience with MRDI, we are requesting your support under the following terms and conditions:

1. Prepare the draft of National Media Commission Ordinance in consultation with Executive Director of MRDI and the team.
2. MRDI get the draft reviewed by external experts including bureaucrats, editor, journalist and academic.
3. Incorporating the feedback from the experts, revise and submit it to MRDI for further review.
4. Present the draft before the MRDI team that will be shared with the reform commission.
5. The duration of the assignment will be from the date of signing to 15 March 2025.
6. A total of BDT 550,000.00 (Five lac and fifty thousand) only will be paid as honorarium for the above-mentioned assignment.
7. 50% of the honorarium will be paid after placing the 1st draft of the Ordinance and the remaining 50% will be paid after final presentation to MRDI.



8. Payment will be made through bank transfer: Account Name: Md. Moinul Kabir, A/C No.: 0012100005161, Name of Bank: Southeast Bank PLC, Branch: Karwan Bazar Branch, Routing No: 205262535.

9. VAT/TAX as admissible will be deducted at source as per Bangladesh Govt. rules.

10. Child protection code of conduct form acknowledgment is required.

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,

A blue ink handwritten signature, appearing to read 'H. Rahman', is written over a horizontal line.

Hasibur Rahman
Executive Director

Accepted by: *Md. Moinul Kabir*

Md. Moinul Kabir

Date: 04 March 2025

Child Protection Code of Conduct

I, **Md. Moinul Kabir**, 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: *Md. Moinul Kabir*

Date: 04 March 2025