

MRDI/2025-2026/134

19 October 2025

Firoz Choudhury

Assistant Editor (Grade 1)

The Daily Prothom Alo

Email- firoz.choudhury@prothomalo.com

Subject: Work order for arranging a Roundtable on Advocacy for News Media Reform in Bangladesh.

Dear Mr. Firoz Choudhury,

Greetings from MRDI! We are pleased to inform you that the MRDI procurement committee has selected your organization for arranging a Roundtable on Advocacy for News Media Reform in Bangladesh as per following details:

Technical Part:

Item Name	Details Specification	Qty
Prothom Alo Roundtable	1. The Roundtable will be held at Prothom Alo Seminar Hall followed by High-tea or Lunch. 2. Discussants: 10-11 Persons. But other guests, journalists will be invited who will not participate in the discussions. (Total participants 30 persons) 3. Moderator will be from Prothom Alo, as usual. 4. Prothom Alo will be responsible for roundtable text writing, dummy sheet design and page make up. <u>Publication:</u> 5. A news report (around 600 words) will be published in the print version on the Prothom Alo on the next day of the program. 6. A news report will be also published on the Bangla and English Online of the Daily Prothom Alo. 7. A selected/edited version of the program discussions will be published in the newspaper as a Full page (Color, 120 Inch) supplementary. E-Prothom Alo and Online version also available.	01

Financial Part:

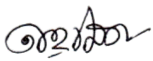
Particulars	Amount in BDT
Roundtable with Full page COLOR Supplement	
i) Venue+ Food (Complimentary)	-----
ii) Roundtable management	200,000.00
iii) Roundtable news in Print & Online	300,000.00
iv) English news and English supplementary	100,000.00
v) Full page Supplementary - 120 Inch	1,140,000.00
vi) Photography+ Multimedia+ Sound system+ Page-Make Up+ logistics	100,000.00
Total Cost (i+ii+iii+iv+v+vi)	1,840,000.00
Special discount (Prothom Alo Contribution)	930,000.00
Package cost after discount	910,000.00
VAT 15%	136,500.00
Total payable	1,046,500.00

1. The Daily Prothom Alo will comply with all the terms & conditions according to the submitted quotation to MRDI dated 15 October 2025.
2. Total price will be **Tk. 1,046,500/-** (Taka Ten lac forty six thousand five hundred) only including Vat and Tax.
3. MRDI will make the payment through bank transfer. Fifty percent (50%) of the total amount will be paid after the roundtable programme, and the remaining 50% will be paid within seven (7) days after publication of the full-page supplement and submission of the final bill.
4. VAT and Tax will be applicable as per gov rules. The Prothom Alo will be responsible to provide 6.3 VAT (Mushok) Chalan.
5. The Daily Prothom Alo will be required to acknowledge and comply with Child Protection Code of Conduct and Gender Code of Conduct as per MRDI Policy.

For any clarification/explanation/cooperation, please feel free to contact us.

With best regards,

Thanking you,



Tahmina Ferdowsy

Senior Accounts Officer



Accepted by: **Firoz Choudhury**

Date: 19 October 2025

Child Protection Code of Conduct

I, **Firoz Choudhury**, Assistant Editor (Grade 1), The Daily Prothom Alo, 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 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 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: 19 October 2025

Gender Code of Conduct

I, **Firoz Choudhury, Assistant Editor (Grade 1), The Daily Prothom Alo**, acknowledge that I have read and understood MRDI's *Gender Code of Conduct* aligned with the Gender Policy and organization's strategic objective on gender transformation, and agree that during my association with MRDI, I **must**:

- uphold the principle of gender equality & equity
- not discriminate against any gender
- adhere to a zero-tolerance policy on sexual harassment, exploitation, and abuse
- not perpetuate gender stereotypes and bias
- treat all genders with respect regardless of race, colour, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- promote equal opportunities for all genders, including equal participation in decision-making, leadership roles, and access to services.
- must refrain from sharing, publishing, or promoting any news, photos, videos, or content—on social media or other platforms—that are derogatory, harmful, or undermine the dignity & rights and exploit or harass individuals.
- not use language or behaviors towards any gender that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.
- acknowledge and abide by relevant national laws, rules, and policies, including labor laws concerning gender
- immediately disclose all charges, convictions, and other outcomes of an offence, which may have occurred before or occurred during my association with MRDI that relates to gender issues
- 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 gender discrimination and abuse.

Signature: 

Date: 19 October 2025