

**Terms of Reference (ToR) for
Appointing a Videographer Consultant under CISCO CSR**

Tender No. FMC/CISCO/23-24/003

The Tender is available at <https://fmc.org.in/tender/> Please apply by, **24 June 2023 (till 5.30 PM)**. Please note that the financial quote (password protected) and technical quote must be electronically submitted at accounts@msmefoundation.org & ruhi@msmefoundation.org in mail with self-attested clearly mentioning "For Appointing a Consultant under CISCO CSR'2023 Initiative". FMC shall open the financial quote, once the technical evaluation stage is completed. The Technical Bid will provide (i) Credentials of the bidder (CV, Brochures, website link, projects completed)

Date of Publication: .17.06.2023

Last Date of Application: 24.06.2023

Award of Contract:

The proposal soft copies are to be mailed.

Foundation for MSME Clusters (FMC)

**USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg,
6, Special Institutional Area, New Delhi – 110067**

Tel No. 011-40563323-24

Project Background

Foundation for MSME Clusters is implementing “Empowering Rural Women Enterprises through Digital Technology in collaboration with CISCO India Pvt. Ltd as a CSR activity which aims to promote and support textile-based women enterprises for enhancing skills.

Role: Videographer Consultant

Duration- 1st July to 15th July’23

Brief About the Project Empowering Rural Women Enterprises Through Digital Technology

While pandemic has provided the organised business/customers (majorly tech-savvy and large industry) with one of the biggest disruption opportunities in doing business through digitalisation and adoption of the same, however, it is impacted the unorganised micro-enterprises (household enterprises) in a completely opposite manner. More than the connect, it has created a Digital Divide at the national level and major sufferer are the

unorganised poorer artisan/micro enterprise community as neither they have technology access nor the digital technology is vernacular language enabled.

Thus, the proposed intervention intends to address 2 problems, i) enhancing capacity of the artisans in critical skill area in supply chain through digital mode enabled in local language and ii) empower the artisan community by digitally connecting them with various eco-system stakeholders.

Scope of Work & Deliverables

Responsibilities	i) Create 120 minutes of A-V Training Manual as a final product ii) Provide the manuals in multiple short clips as per the requirement iii) Understanding Bangla language is mandatory for the Videographer/Team iv) Add voice over in Odiya and Assamese language of the Bengali Voice Over v) Add English subtitle to the video vi) Provide raw footage in hard disk vii) Video to be shot in FULL HD Quality.
Timeline	Timeline: 1 st July to 15 th July 2023 i) Video to be shot between 3 rd to 5 th July 2023 ii) 1 st cut by 9 th July 2023 iii) 2 nd Cut by 13 th July 2023 in all 3 languages iv) Final version by 15 th July 2023 in all 3 languages (Assamese, Bangla & Odiya)

To be Filled and submitted by the Applicant

	Particular	Score	To be filled by Videographer
1	Overall Experience in Video-Shoot		
1.1	Less than 5 years	2	
1.2	5 to 10 years	5	
1.3	More than 10 years	10	
2	No of Video-shoot undertaken		
2.1	Less than 5	2	
2.2	5 to 10	5	
2.3	More than 10	10	
3	Experience of undertaking documentary shoot		
3.1	1	2	
3.2	2-3	5	

3.3	More than 3	10	
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