



Terms of Reference (ToR)

Photographic Documentation of Childcare Practices, Beneficiaries, and Childcare Workers in Different Models of Childcare

1. Summary

This term of reference outlines the scope, objectives, methodology, deliverables, timeline, budget, and other relevant details for conducting a photographic assignment of documenting childcare practices, beneficiaries, and childcare workers in different models of childcare.

2. Background

With increased female labour force participation and a continuous rise in rural-urban migration in search for livelihood, the demand for childcare in Bangladesh has been rising across all socio-economic segments. To address this demand of childcare, different types of models of childcare run in Bangladesh, both formally and informally. Childcare workers are employed in childcare related occupations in varied settings, and the working conditions also vary widely across the different models of childcare setups. Although there is an increasing demand for childcare services, the overall decent working conditions for childcare workers are yet to be realized including standardized working hours, wages, health and safety protocols, etc. One of the key reasons for this being that the role of childcare workers is yet to be recognized as a specialized profession, and the contributions of childcare workers are largely undervalued coupled with low wages, lack of formal training, and limited access to social protections and job security. Therefore, documenting and showcasing different childcare practices, the beneficiaries of childcare services, and the roles of childcare workers in various settings is crucial to elevate the contribution of the childcare workers and their current working conditions across the different models of childcare. Photographic documentation followed by an exhibition will create a visual narrative to inform stakeholders, policymakers, and the public about childcare models, as well as provide opportunity for highlighting the need for professional recognition and improved working conditions for childcare workers.

In addition, a dialogue will be organized in connection to the exhibition to raise awareness on childcare as a respectful and specialized profession within the care economy.

Childcare Models in Bangladesh

Childcare models in Bangladesh are organised into two streams: centre-based and home-based. Centre-based centres include government-run, private, employer-supported, NGO-run, and community-based centres.

- **Government-run centres**, which are public-funded and predominantly non-profit targeting working women. Currently there are currently 63 government-run centres operating across the country.
- **Private daycare centres**, are mostly profit-oriented.
- **Employer-supported/factory-based centres**, are available in the enterprises employing 40 or more female workers according to the Bangladesh Labour Act (BLA) 2006. Centres are either on-site or near-site.
- **NGO-provided centres** are not-for-profit and provide services like feeding, early learning, medical check-ups, and community programs, including literacy classes.
- **Community-based centres** operate near female labor-intensive factories like RMG and usually provide limited services for younger children.
- **Home-based models** include domestic workers, informal caregivers or nannies who provide childcare in their own or the child's home.

3. Objective of the Assignment

The objective of this assignment is to develop photographic documentation or photo-story on childcare in Bangladesh encompassing the following key aspects:

- **Childcare Practices:** The operational aspects of different childcare models including the staff/workers and their activities in their respective roles, space details, food preparation etc. showcasing current practices in the context of Bangladesh; especially their strengths and challenges.
- **Beneficiaries:** The experiences and benefits derived by the working parents and families availing childcare services in the different models, including children during the daily routine activities in the different childcare models.
- **Childcare Workers:** The experiences of the childcare workers in performing their different roles (in the different models), their working conditions, their stories of entering the childcare role/employment- thus providing a narrative on becoming and being a childcare workers in various settings.

The photographic documentation will:

1. Support advocacy efforts for the recognition of childcare work as a specialized profession.
2. Inform on need for the development of national minimum standards for childcare.

3. Raise awareness among stakeholders and the public about the importance of professionalized childcare practices.

3. Scope of Work

The selected consultant/agency will undertake the following tasks:

3.1 Planning and Coordination

- Develop a detailed work plan for the documentation process in consultation with the project team.
- Identify and finalize the locations, childcare models, and participants (childcare workers, beneficiaries, and facilities) to be included in the documentation, in consultation with the project team.
- Obtain necessary permissions from relevant authorities and stakeholders, in consultation with the project team.

3.2 Photographic Documentation

- Capture high-quality photographs that comprehensively represent the three focus areas: childcare practices, beneficiaries, and childcare workers.
- Cover diverse childcare models, including government-run centers, community-based centers, private daycare facilities, workplace childcare setups, and home-based care.
- Ensure diversity in representation, including gender, age groups, socioeconomic backgrounds, and geographic regions.

3.3 post-production

- Edit and enhance the photographs to ensure they meet professional standards for exhibition and publishing.
- Create captions and descriptions for the photographs, highlighting key observations and insights in Bangla and English.

3.4 Deliverables

- Provide a curated collection of at least 60 high-resolution photographs.
- Deliver a catalogued digital archive with metadata for each image.
- Prepare a visual narrative/storyboard to accompany the photographs, emphasizing their relevance to objectives outlined above.
- Support the exhibition and dialogue event by providing high-quality prints and assisting in the curation process.

4. Deliverables and Timeline

The duration of this assignment shall be 42 days from January 26, 2025 to March 9, 2025. The timeline will be finalized in consultation with BILS.

Deliverable	Duration/ Timeline	Details
Inception Report	Within 3 days of contract	Work plan, methodology, and list of selected childcare facility in various models and locations.
Raw Photographic Collection	10 days	Initial set of unprocessed images for review and feedback.
Final Photographic Documentation	7 days	Edited and curated collection with captions and metadata.
Support for Exhibition and Dialogue Event	Until the end of contract	Prints and assistance in curation for the 2-day exhibition and dialogue.

5. Methodology

5.1 Approach

The consultant/agency should adopt an inclusive and participatory approach:

- Engage with childcare workers, parents, and facility operators to capture authentic experiences.
- Highlight both best practices and gaps in childcare services.
- Maintain ethical standards, ensuring dignity and respect for all subjects.

5.2 Technical Requirements

- Use professional-grade photography equipment.
- Ensure images are high-resolution.
- Follow ethical guidelines for photographing children, including obtaining consent.

5.3 Ethical Considerations

- Secure informed consent from all participants.
- Protect the privacy and dignity of photographed individuals, particularly children.
- Avoid stereotypes and biases in representation.

7. Qualifications and Experience

The ideal consultant/agency should have:

- Proven expertise in professional photography, particularly in social and development contexts.
- Experience in documenting human-interest stories and advocacy campaigns.
- Strong post-production skills, including photo editing and cataloging.
- Knowledge of ethical practices in photographing vulnerable populations.
- Familiarity with the childcare and care economy sectors in Bangladesh is preferred.

8. Reporting and Coordination

The consultant/agency will report to the project coordinator at the Bangladesh Institute of Labour Studies - BILS. Regular updates and consultations will be required to ensure alignment with project objectives. Specific reporting requirements include:

- Weekly progress updates.
- Submission of draft photographic documentation for review.
- Final submission of deliverables as per the agreed timeline.

9. Budget and Payment Schedule

9.1 Budget

The budget for this assignment will cover:

- Professional fees.
- Travel and accommodation costs for field visits.
- Equipment and material costs including printing.

9.2 Payment Schedule

- 50% upon submission of the inception report.
- 50% upon final delivery of all outputs, including support for the exhibition.

10. Application Process

Interested consultants/agencies are invited to submit:

- A detailed proposal, including methodology, work plan, and budget.
- Portfolio showcasing previous work relevant to this assignment.
- CVs of team members.

11. Deadline

Applications must be submitted by 8 February 2025 to:

Bangladesh Institute of Labour Studies - BILS

House: 8/A/KHA (4th Floor, Razzak Villa), Road 13, Dhaka 1209, Bangladesh.

Email: bils@citech.net

Phone: +8801715661335

Website: www.bilsbd.org

12. Evaluation Criteria

Applications will be evaluated based on:

- Relevance and quality of the portfolio.
- Proposed methodology and alignment with objectives.
- Cost-effectiveness of the budget.
- Understanding of the assignment and its context.