TERMS OF REFERENCE

Call for Service Providers: Audio and Video Producer for Rohingya and Host Community Content Based in Cox's Bazar, Bangladesh

Background

DW Akademie, the media development center of Deutsche Welle (DW), Germany's international broadcaster, works to promote freedom of expression, access to information, and independent media worldwide.

Under its program Media and Communication in Displacement Contexts in Cox's Bazar, Bangladesh, DW Akademie and its local partner organization work to strengthen communication, dialogue, and understanding among Rohingya people and host communities through an inclusive and participatory community reporting initiative.

To support the implementation of the project, DW Akademie seeks to commission an experienced and creative Producer Service Provider who will be responsible for fine editing and producing high-quality radio programs and audio-visual content reflecting the voices, experiences, concerns, and aspirations of Rohingya refugees and host communities.

Project: Media and Communication in Displacement Contexts
Organisation: DW Akademie – Media Development Centre of Deutsche Welle (DW), Germany's international broadcaster
Location: Cox's Bazar, Bangladesh
Contract Duration: January–December 2027 (12 months), with the option of renewal
Contract Type: **Service Contract (up to 180 days per year)**
Payment: The contract will be remunerated on a daily rate and invoice basis. Payment will be made only for working days actually performed and documented.

Scope of Work and Key Responsibilities

The selected Service Provider will work closely with the DW Akademie project team and relevant local partners. Key responsibilities will include:

- acting as Producer for audio and video content, including the regular radio magazine programme;

- providing technical support to the production team, including fine editing and quality control of audio and video material;
- training and introducing participants to audio and video editing, and supervising community reporters who record material and produce rough cuts;
- taking responsibility for technical quality assurance before any publication;
- providing technical support for community dialogue events in the Rohingya refugee camps and surrounding areas;
- providing technical support for training workshops in Cox's Bazar;
- managing the distribution of content on social media platforms, including the Facebook page and YouTube channel, including the production of supplementary content and the use of applications such as Canva, Prism, and Adobe Podcast, in order to optimise distribution.
- Ensuring that all productions are inclusive, conflict-sensitive, gender-responsive, and culturally appropriate.
- Maintaining a strong understanding of Rohingya language, culture, traditions, and community sensitivity.
- Coordinating with community members, project participants, and partner organizations during content production.
- Ensure the quality, accuracy, originality, and timely delivery of all assigned productions.
- Maintain an organized archive of raw footage, audio recordings, scripts, photographs, and final productions.
- Perform other relevant production-related tasks as assigned by the Project Manager.

The Service Provider shall perform the Services with the professional skill, care, and diligence reasonably expected of an experienced Producer in the field of humanitarian and community communication in Cox's Bazar, Bangladesh.

The Service Provider shall cooperate with local non-governmental organisations in Cox's Bazar and with any other partner organisations designated by DW Akademie.

Required Qualifications and Experience

Interested service providers must meet the following requirements:

* A university degree (preferably Master's level) in any discipline from a recognized university.

* At least five years of professional experience in producing radio programs, audio content, and/or audio-visual productions.
* Demonstrated skills in audio recording, video production, editing, storytelling, multimedia content development, as well as social media and related applications development.
* Proven experience in supervising volunteers is beneficial.
* Must be currently based in Cox's Bazar, Bangladesh.
* Fluency in Bangla and the local Cox's Bazar dialect.
* A clear understanding of Rohingya language, culture, traditions, and community dynamics.
* Good communication, interpersonal, and coordination skills.
* Ability to work independently, manage multiple assignments, and deliver quality productions within deadlines.
* Willingness and ability to work in Rohingya refugee camps and host communities when required.

Contract Duration and Reporting

The service contract (up to 180 working days) will cover the period from **January to December 2027**, with the option of contract renewal.

The Producer will work in close cooperation with the DW Akademie Project Manager for Media and Communication in Displacement Contexts and coordinate with relevant project colleagues and implementing partners.

Application Procedure

Interested and qualified service providers are invited to submit their updated **CV, highlighting relevant professional experience, production skills, and language competencies**.

Please include your **all-inclusive daily rate in EURO** for one working day in the **full offer**.

You may also include **links to or samples of previously produced radio programs, audio stories, videos, or other multimedia content**.

Submission Deadline: 9 December 2026

Offers should be sent by email to:

dw-akademie.displacement-and-dialogue@dw.com

Please mention "Offer for Producer Service in Cox's Bazar 2027" in the subject line of the email.

Only shortlisted candidates will be contacted for further assessment and an interview.