



Date 06/02/2023

TERMS OF REFERENCE (TOR) TO CONDUCT VIDEO DOCUMENTARY

About CEPAD:

Community Empowerment for Peace and Development West Nile is a voluntary non-profit-making organization that works to resist violence, transform conflicts, and build peace in communities. Founded in 2014 By Ugandan women who have worked in conflict zone for more than a decade and are scholars of peace and conflict management. CEPADWN registered entity with the NGO Bureau, Arua district local government and a member of Arua district NGO forum, West Nile Humanitarian platform and the charter 4change Uganda working Group.

The organization since its inception has worked with civil society organizations, particularly the youth, women, faith-based, refugee population and traditional structures in West Nile to transform conflicts, and to promote nonviolent and democratic principles. Based in west Nile, Uganda, CEPADWN works with vulnerable groups and partners across the country to support individuals and organizations to enhance skills needed to transform violent conflicts and build bridges across ethnic, religious, and political divides.

Back ground to the project

CEPADWN with funding from ECHO through Care International Uganda is implementing 10 Months Project. Access Protection Empowerment Accountability and Leadership for refugees and host communities (APEAL IV) in Imvepi Refugee Settlements.

APEAL IV Project has delivered a comprehensive, integrated, evidence-based protection, GBV, child protection, disability and inclusion, mental health, and psychosocial support response for refugees from DRC and South Sudan as well as host communities in Uganda settled in Kyangwali, Kyaka II and Imvepi settlements. The settlements are in Kikuube, Kyegegwa and

Terego districts respectively as well as in border points and transit centers, with focus on high influx emergencies. The project targets 136,126 beneficiaries consisting of refugees and surrounding host communities.

CEPAD-WN in Access Protection Empowerment Accountability and Leadership (APEAL IV) contributed to Menstrual Health Management (MHM) in Imvepi refugee settlement.

As part of the documentation strategy to amplify girls and women voices, CEPAD-WN intends to produce a 10- minute video documentary to highlight the protection issues of women and girls in Imvepi and how the APEAL IV project has responded to MHM related issues in Imvepi refugee settlement. To accomplish this, CEPAD-WN seeks to obtain the services of a competent consultant or firm that will produce the documentary while working in close collaboration with staff to produce a high-quality documentary that can be used to show case the works and lobby for funds

2.0 Call for consultancy services

CEPAD-WN invites bids from competent firms or individual consultants to submit their Expression of Interest for consultancy services to undertake production of a video documentary in Imvepi refugee settlement.

3.0 Objectives

The objective for conducting the documentary is as followed,

- (i) Document real time stories from the beneficiaries in the community comprising of host and refugees
- (ii) To amplify the voices of girls and women on issues affecting them in the community
- (iii) To understand the roles and contributions of APEAL and other actors towards addressing issues of Girls and women in the community.
- (iv) Develop and suggest appropriate recommendations to inform protection strategy

4. Scope and focus of assignment

The consultant shall;

- (v) Develop the documentary overall concept and scenario
- (vi) Develop the documentary script and story board to be used in shooting and production of the documentary.

- (vii) Conduct field visits of the project area (Imvepi refugee settlement) and interview the beneficiaries in the community and local leaders. CEPAD-WN project implementation team among others.
- (viii) Perform appropriate video filming and shoot interviews with the projects' major beneficiaries and stakeholders.
- (ix) Present a draft documentary to CEPAD-WN for review/comments.
- (x) Incorporate the comment and produce a final 10-minute documentary on two copies of DVD and raw footage to CEPAD-WN.

CEPAD-WN shall

CEPAD-WN shall provide:

- (i) Project information and editorial guidance to the Consultant to enable him/her to understand the Deliverables required and generate captions to embed in the documentary;
- (ii) Transportations to the field necessary to complete documentary assignments
- (iii) Photography/Video credentials and clearances (if needed)
- (iv) Obtain consent of the beneficiaries and prepare them for the coverage.
- (v) Obtain necessary permission from the authorities
- (vi) Avail project narrative
- (vii) Avail photos and videos of project activities

5 Time Frame

The consultancy shall be for a duration of 10 days from the date of signing the contract. This includes video coverage, Editing and final submission. However, the consultant shall be paid after submission of the final copy within the stipulated time for the consultancy. For avoidance of doubt, consultation meetings with CEPAD-WN team shall not be treated as working days.

6 Copy right

All materials arising out of the consultancy shall remain the property of CEPAD-WN and therefore shall not be used without the consent of CEPAD-WN

7 Required Qualifications and Experience of the Consultancy firm/individual

- (a) Must have more than 3 years proven experience in film production.
- (b) Extensive experience in producing development work related documentaries for organizations with the aim of reaching out to both local and international audiences.
- (c) Excellent technical capacities (Full High-Definition video) to ensure high quality production.
- (d) Must be tax compliant/Tax registration certificate indicating TIN
- (e) Accurate current addresses i.e., physical, postal, telephones and email
- (f) Additional experience in development communication will be an added advantage.

8 Application procedure Applicants are required to submit the following:

- (a) A technical proposal: Letter of Interest, stating why you consider yourself/your firm suitable for the assignment
- (b) Firm/company profile on handling related assignment
- (c) Personal CVs for individual consultant highlighting qualifications and experience
- (d) Contact details of referees which shall be organizations for whom you have produced films or documentaries
- (e) Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.
- (f) Both technical and financial proposal shall not exceed five pages. Applications shall be submitted not later than 10th, February 2023

HOW TO APPLY

Applications should be sent to pm@cepadwestnile.org copy me@cepadwestnil.org or hand deliver to the office at the address above note later than 17th February 2023.