



## **TERMS OF REFERENCE (TOR) TO CONDUCT VIDEO DOCUMENTARY**

### **1.0 BACKGROUND**

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. CEPAD-WN is a registered entity with the NGO Bureau, a member of West Nile Humanitarian platform and the charter 4 change Uganda working Group. CEPAD-WN also has MoU with districts in the areas of operation within West Nile. 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 Arua, Uganda, CEPAD-WN 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.

CEPAD-WN with funding from German Federal Foreign Office through IFA – Institut für Auslandsbeziehungen (Zivik Funding Programme) has been implementing eighteen (18) months project from 1<sup>st</sup> of July 2022 to 31<sup>st</sup> December 2023 titled, "Promoting Inter-community Engagement (dialogue) for Reconciliation, Peace & Social cohesion in Refugee Settlements in Uganda particularly West Nile namely; Rhino camp, Palorinya and Imvepi Refugee Settlements.

The goal of the project is to engage the refugee and host communities across West Nile in north-western Uganda to promote reconciliation, peace and social cohesion among the refugees and hosts and also between the refugees themselves.

The project targeted the youth who are the major perpetrators of violence, women who are the major victims of violence, community leaders (cultural, religious, landlords, opinion leaders and elected)

## **2.0 The Objectives of the project include;**

- I. To provide space for interaction, engagement, healing and reconciliation for, between and among communities.
- II. To build the capacity of the community and refugee leaders and empower them in their role to promote nonviolence and peaceful co-existence.
- III. To initiate & establish peace clubs and cultural leader's forum in communities respectively to prevent and mitigate conflict
- IV. To lobby and network with different stakeholders in the refugee response in promoting peaceful coexistence and provide psycho social support to those affected.

## **3.0 Call for consultancy services**

CEPAD-WN is inviting bids from competent firms or individual consultants interested in providing consultancy services for the production of a video documentary in Imvepi, Palorinya, and Rhino camp refugee settlements. This documentary aims to capture the essence and impact of the project as described above.

## **4.0 Objectives**

The objective for conducting the documentary is as followed,

- i. Document real time and other stories in relation to projects aims that is peaceful coexistence and conflict prevention especially from our target groups of the beneficiaries in the community comprising of host and refugees
- ii. To amplify the voices of girls and women on issue affecting their peaceful coexistence in the community
- iii. Develop and suggest appropriate recommendations to inform protection strategy and also improve future projects
- iv. To tell the story of how the project has transformed lives
- v. To show evidence of implementation of project
- vi. To depict challenges and gaps from project

## **5.0 Scope of Work**

### **5.1 The consultant shall;**

Project Understanding: Gain a comprehensive understanding of CEPAD-WN's project, including its goals, objectives, target beneficiaries, and activities implemented during the project period.

Documentation and Filming: Visit Imvepi, Palorinya, and Rhino camp refugee settlements to document the project's activities and outcomes. Capture interviews, testimonials, and

stories of beneficiaries, community leaders, project staff and other stakeholders. Film project activities, events, and initiatives that showcase the promotion of reconciliation, peace, and social cohesion.

Storyboard Development: Develop a storyboard or script for the documentary that effectively conveys the project's impact and achievements.

Filming and Production: Film and produce a high-quality documentary in line with the agreed-upon storyboard and script. Ensure that the documentary includes relevant visuals, interviews, and narratives that highlight the key project objectives.

Editing and Post-Production: Edit and post-produce the documentary, including the incorporation of any necessary subtitles or translations. Add music, graphics, and animations as needed to enhance the visual and emotional appeal of the documentary.

Voiceover and Narration: provide voiceover or narration in a clear and engaging manner to complement the visual content.

Duration: The documentary should have an appropriate duration of not more than that effectively conveys the project's achievements and impact while maintaining viewer engagement.

Review and Feedback: Share drafts of the documentary with CEPAD-WN for feedback and revisions as necessary. Make any requested adjustments to the documentary based on CEPAD-WN's feedback.

Final Deliverables: Provide the final edited documentary in suitable formats for both online and offline use. The offline will be delivered in a flash disk. This includes a shorter five (5) minutes promotional version of the documentary for marketing and advocacy purposes.

Ownership and Rights: Transfer all rights, including intellectual property rights, of the documentary to CEPAD-WN upon completion.

TimeLine: Develop a clear timeline for the assignment, specifying key milestones and deadlines for each phase of the documentary production with 15 working days.

## **5.2 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 to complete documentary assignments.
- iii. Accommodation: Accommodation will be arranged and provided by CEPAD-WN for the team when spending nights in the field. This ensures that the consultant and the documentary team have a comfortable and secure place to stay during the project's filming phase.
- iv. Photography/Video credentials and clearances (if needed).
- v. Obtain consent of the beneficiaries and prepare them for the coverage.
- vi. Obtain necessary permission from the relevant authorities.
- vii. Avail project narrative.
- viii. Avail photos and videos of project activities.

## **6.0 Time Frame**

The consultancy shall be for a duration of 15 working days from the date of signing the contract. This includes video coverage, Editing and final submission. For avoidance of doubt, consultation meetings with CEPAD-WN team shall not be treated as working days.

## **7.0 Method of Payment**

The consultant shall be paid after submission of the final copy within the stipulated time for the consultancy.

All payments will be processed through the bank. A statutory withholding tax of 6% will be applied unless the consultant can provide documented evidence of exemption.

## **8.0 Copy right**

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

## **9.0 Guiding Principles and Values**

Adherence to CEPAD-WN Code of conduct, Child Safeguarding practices, PSEA policy confidentiality when interviewing or photographing children. Gender mainstreaming is key to CEPAD-WN; therefore, the lead consultant will have to ensure that the team is gender balanced, ensuring that females are available to interact with female beneficiaries where need arises. The consultant will also take into account principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process.

## **10.0 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.

## **11. HOW TO APPLY**

Interested individuals/firms who meet the above description of competence should submit a;

- Technical proposals including Expression of interest.
- CVs of the consultant(s) including three referees.
- One or two pager listing similar assignments conducted in the past and evidences attached as appendix.
- Budget for the assignment.
- Tax registration Certificate.
- Any other information deemed relevant.

All the above documents should be submitted not later than 27<sup>th</sup> Oct 2023 by 5:00pm Via email to: [me@cepadwestnile.org/pm@cepadwestnile.org](mailto:me@cepadwestnile.org/pm@cepadwestnile.org) or hand-delivered in a sealed envelope to the Head office in Arua addressed to: Executive Director Community Empowerment for Peace and Development West Nile.