

ChildFund Japan, Nepal Office
Terms of Reference (TOR)

**Terms of Reference (ToR) for procuring services for developing script and video documentary production
for Education for Hope (EfH) Project**

1. Introduction:

ChildFund Japan (CFJ) is a child-focused international development organization committed to promote the rights of children through international development cooperation in the spirit of harmonious coexistence. The organization has been operating in Nepal since 1995 to help deprived, excluded, and vulnerable children, families, and communities through meaningful, sustainable solutions.

One of the thematic intervention sectors of CFJ Nepal Office (NO) is on education to improve school infrastructures, governance in school management, teaching quality, and in enhancing child protection in government/community schools. Furthermore, and through other thematic sectors, CFJ continues to serve the disadvantaged children, families and communities on education, healthcare, nutrition and income generating areas through sponsorship, special assistance and emergency relief and rehabilitation programs with support of various donors, sponsors, CF alliance members and government fund of Japan.

PNGO (Partner NGO): Tuki Association Sunkoshi (TUKI) is a member-based non-governmental, non-profit making organization registered in District Administration Office, Sindhupalchowk, in the year 1992 and affiliated to the Social Welfare Council (SWC). Tuki believes local community people are the experts of their locality and hence are the resource person to identify the problems and find the solution. Tuki facilitates the process and provides technical backstopping in developmental interventions ensuring community participation and local resource mobilization. Extensive experience of the organization is on sectors like education, and child protection, social security, agriculture, health, nutrition, water and sanitation, disaster risk management/reduction and livelihood improvement of rural community in Sindhupalchowk district integrating gender and social inclusion (GESI) in all its sectors.

In partnership with TUKI and in collaboration with the government of Nepal, CFJ NO has been currently implementing its projects in Sindhupalchok, Dhading and Gorkha districts. Since 2016 and with funding support of the CF alliance member ChildFund Korea (CFK), CFJ NO has been implementing 'Education for Hope' (EfH) project in Sunkoshi Rural Municipality and Tripura Sundari Municipality of Sindupalchowk district.

2. Overview of 'EfH' Project:

EfH is a three-years project being implemented in the government schools of Sunkoshi Rural Municipality of Sindhupalchok district in partnership with Tuki Association Sunkoshi, Sindhupalchok. **'Children enjoy improved quality education and protection in schools'** is the overall goal of the project is. The project interventions are focused in four core areas to achieve the project goal in collaboration with local and district level stakeholders to ensure children have access to quality education in fulfilling their rights to development. They are:

- 1) *Promote child friendly teaching learning approach at school through capacity building and training of teachers.*
- 2) *Improve leadership and management skills of school stakeholders including school management committees, parent teacher associations, and parents for their meaningful engagement.*
- 3) *Improve child participation and strengthening child protection system and mechanisms and processes/ actions in schools and communities; and*

- 4) *Create better learning environment through infrastructure development that include construction of building, classroom management, WASH facilities and playgrounds in schools.*

The achievements of EfH project have been documented and reported through different means and medium in different periods of time. Such achievements and success have been event wise documented in the form of video documentary and shared internally to donors and to the beneficiaries/project stakeholders. Coming towards the end of the project, consolidation of the good practices and dissemination among wider audience through different means and medium has been planned to refer to Year III of the project as the year of documentation of EfH project.

3. Concept and Ideas of Documentary/Film:

CFJ NO is intending to capture so far project's achievements documenting its project activities, success stories, good practices, and key learnings through developing a video documentary as an intellectual property of the ChildFund which would be source of learning for future project.

The video documentary will be one of the powerful medium to disseminate good practices and major achievement of the project and is equally important to other concerned stakeholders and wider audiences.

CFJ NO would like to make two short films; one will be of 25 minutes with English/Nepali subtitles with background music (needs discussion and arrangement on selection of background music) and another of 5-8 minutes film editing and compressing from the 25 minutes film. The 25-minutes-long film will showcase about how EfH project is working, the impacts it is making on the lives of children. The video documentary will be made to reflect the changes the project intervention has made in the lives of children and the community benefitting from being involved in the project.

The 5 – 8 minutes short video film will have to be produced in two different categories: first with a clean version video without subtitles and no background music. However, this version will need additional task to fill in prescribed excel file with English subtitles and other related information such as who the speakers are, from where etc. Another will be the same video film with English or Nepali subtitles and background music.

The documentary will focus on children's journey as beneficiaries and advocates for the rights of children – making their voices heard and the children leading good practices on child participation and protection as well as sharing the journey of their meaningful engagement in the project.

The video will align to promoting a child rights-based approach to child protection and participation based on the principles outlined in the Convention on the Rights of the Child and how children can contribute as advocates for change.

In this regard and within the scope of the work, CFJ NO is seeking expression of interest (EoI) for consultancy services from the interested, qualified, and competent script writer and video documentary producer to develop script and video documentary production.

The video will highlight relevant SDG Goals and particularly on Goal 4.

The consultant and her/his team will include 'The Production Crew/Team' consisting of a Team Leader/Director including Cinematographer, Photographer, Video Editor, Script Writer and Narrator having adequate experience in story board, scripting, videography, mixing and editing of documentary.

They will have to work in close coordination with program team, communication team and the Area Manager of Sindupalchok before the videography takes place. The consultant will be responsible for the entire pre-production/planning, actual video shooting and all postproduction of the videos. The consultant will be required to play a contributing role in the conceptualizing, scripting and subtitling. Several components such as graphs, tables, animations shall be included in the videos, depending upon the necessity and applicability.

4. Scope of the work:

The consultant will provide technical and related human resources service for the completion of the above tasks by fulfilling the following tasks *(as a part of field visit, the consultant and his/her team will be traveling to different project intervention sites including, but not limited to other locations of the CFJ Nepal Program district in Sindupalchok):*

- a) Hold inception meeting with CFJ NO for the development, sharing and approval on the concepts, modalities, script of the video production and logistics – organizing preparatory meetings to discuss on the objectives, scope and achievements including writing and video documenting approach.
- b) The selected consultant/service provider will regularly visit CFJ NO in Kathmandu to understand the program and conceptualize storyboard.
- c) Work closely with CFJNO team and partner TUKI to identify message and concept to be featured in the film prior to the documentation/script development.
- d) Follow the specific goal and objective of project documents provided by CFJ NO.
- e) Conduct desk research and analyze project and its activity report, case and success stories, video clips and photos of activities archived, and have consultation with CFJ NO team for the script content and methods.
- f) Review government policies and guidelines including other source documents and literature related to education, child rights and child protection in course of writing script.
- g) Search and analyze child right policies, education policies and relevant documents and data from different authentic sources including from Sunkoshi RM.
- h) Write script, screenplay and dialogues of the film and share with CFJ NO and partner.
- i) Conduct required field visits to observe project interventions, progress and implementation approaches along with partnership modalities.
- j) Conduct semi-structured interviews and FGDs if required, with the teachers, students and their parents, members of SMCs and PTAs, local government officials of ward and rural municipality.
- k) Develop a complete video documentary script and produce video documentary focusing and linking with the follow-up of activities, output, outcomes, and impact of the project at individual, institutional and community level.
- l) Provide collection of documents cited and referred to in the script to the ChildFund.
- m) Submit the first draft of the videos to CFJ NO for feedback and approval
- n) Revise the videos as per the feedbacks received.
- o) Work on the documentary videos having English and Nepali sub-titles.
- p) Submit the final web-upload ready versions (full HD MP4 versions) of both video films.
- q) Hold a final meeting with CFJ NO and partner on outcomes of short-film production along with sharing experiences and learnings for future
- r) For the final production and submission of videos, the final video will be produced after incorporating the feedback received from EfH project team including from CFJ NO team and TUKI. The final video will be submitted in compatible format.

To achieve these tasks, the ChildFund will:

- a) Provide project related information and background notes/project documents to the Consultant.
- b) Provide reports, success story, video clips, photos, reports including project briefing.

- c) Provide necessary guidance and feedbacks.
- d) Provide remuneration to the consultant.
- e) Any other support and guidance as needed.

5. Applications will only be considered if they include all the following information/documents:

- a) Letter of motivation.
- b) Concept note having a brief idea about the script.
- c) Technical and Financial proposal.
- d) Credentials/academic certificates of consultant.
- e) Two links to work samples demonstrating most relevant past production.
- f) Updated CVs of key personnel (director, videographer, script writer, editor).
- g) Detailed list of technical information of the equipment intended for use, including camera, light, sound, editing software etc.
- h) Detailed filming plan and timeline for all phases in pre-production, production and post-production.
- i) A clear total cost of the final product with detailed breakdown of estimated costs, including estimated days of shooting, production team, days of editing, travel costs etc.
- j) Copy of tax clearance certificate.
- k) Copy of firm/organization registration certificate and VAT registration (mandatory).
- l) Copy of the company registration (in case of a firm/service providing institution)
- m) Recent Financial Audit Report certified by a reputable audit organization.

6. Essential skills and qualification of the Consultant:

- a) Highly competent and having experience in script and manuscript writing for video, documentary, or drama,
- b) Minimum of three years of experience in the area of documentary/visual production, short film making in social and development issues, directing and editing.
- c) Access of high-quality filming, light, sound and editing equipment.
- d) Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism.
- e) Ability to communicate and conduct interviews in Nepali and English.
- f) Track record of successful materials filmed in the country on similar topics would be an asset.
- g) Having sound understanding on aspects of quality education, child rights and protection.
- h) Proven working experience and understanding on education system, policies, guidelines, and mechanisms of government of Nepal.
- i) Having critical thinking and analyzing skills on documents, reports, and policies.
- j) Willingness to work independently, and remotely.
- k) Previous work experience working with government agencies on social and children related issues will be an added advantage.
- l) Clear and mature style of design, demonstrating an understanding of the communication requirements of CFJ NO would be an added advantage.

7. Consultancy Service Schedule and Timeline:

The schedule of the consultancy service should be based on the work plan. Detail action plan of consultancy service to develop a script and video production will be designed after the selection of the consultant.

Expected timeframe: September through November 2022

The consultant must follow timeline and any change can be made only after prior approval from CFJ NO.

8. Deliverables:

8.1 Videos

The firm/consultant shall prepare video documentary as follows (subject to changes and adaptation based on joint review of this ToR with the firm/consultant and recommendations received):

- a) Focus on primary site and secondary site - Focus on most successful site – but also add clips/info of other multiple sites. Focus on EfH project goal and approaches (changes observed in the lives of children supported by the project)
- b) Reflective approach – an example where EfH Project has been fully owned – at school and community level and RM level – refer to success story and good practices, lessons learnt and accomplishments.
- c) The details of sites selection will be EfH project working area and will be discussed and decided on priority basis. The theme, key messages, and key words of EfH project legacy approaches will be shared and discussed in detail (based on the goal, outcome indicators, outputs and activities of the project).
- d) The videos shall be shot in High Definition (HD). Drone footages also needed to enrich the quality of the videos. The background narration in the video shall be in English language with Nepali subtitles, whereas the interviews shall be conducted in Nepali language with English subtitles.
- e) Ideally, both male and female narrators will be preferred for videos.
- f) The consultant is expected to submit all raw files of footage, music, and voiceover. All additional components in the video such as graphs, tables, animations, etc. shall be in English language. The script shall also to be submitted in soft copy/ hard copy to CFJ NO.

8.2 Equipment to be used

The contractor shall use following equipment with at least the following requirements for the assignment:

Equipment	Minimum Criteria
Camera	4K
Time-lapse	Real-time Animal Eye AF
Lens	Hybrid Image Stabilization
	Wide-angle focal length with a bright maximum aperture
	Tilt & shift knob
	Telephoto Zoom
Microphone	80Hz-15kHz Frequency Response
Drone	Electronic Shutter Speed: 8 - 1/8000 s
	Stabilization: 3-axis (pitch, roll, yaw)
	Operating Frequency: 2.400 GHz

8.3 Photographs

The consultant should provide at least 50 high quality photographs related to the project theme. Images with caption that showcase the researched story shall also be put together in a storyboard format so that it can help to produce video documentary. Each photograph must have caption with specific details such as geographical location, date, activity and any other relevant information for easy identification and location.

8.3.1 Format of electronic pictures: JPEG; maximum TIFF, BMP, PNG;

8.3.2 Colors: minimum RGB, maximum CMYK;

8.3.3 Resolution: high (minimum 300 dpi scale up to A1 size);

8.3.4 Pixel dimension: 5760X3840 pixels

9. Consent:

Any photos, videos and stories developed under the CFJ NO supported activities must be voluntarily agreed upon by the individual(s) and cannot be taken in exchange for cash or other gifts. All individual(s)

specifically targeted for stories, videos and photos must be informed beforehand of the intent of the interaction (i.e. why the photo, video or quote is being taken and that it may be utilized in CFJ NO's public communication materials) following CFJ NO Safeguarding Policy. In case of any public event organized by EfH project, the Consultant is mandatorily required to have public consent signage displayed at the venue; at strategic place where it is clearly visible to all participants.

The consent forms will be provided to the Consultant by CFJ NO and is responsible to obtain consent for all audio-visual contents and must be submitted together.

10. Copyright:

The copyright of the videos and photographs will belong to CFJ NO. Any violation of copyright law will be pursued accordingly. The following shall be mentioned at the end of each video:

© CFJ NO, EfH Project supported by CFK, 2022

11. Intellectual property:

All information related to this script development will remain the property of ChildFund Japan Nepal Office. Except for purposes of this assignment, the information will not be disclosed to the public nor used without written permission from ChildFund Japan.

12. Supervision and coordination:

The Consultant will report to Mr. Manoj Kumar Tharu, Area Manager for Sindupalchok and will collaborate with the Communication Officer, both from CFJ NO, Mr. Resham Thakuri from partner NGO TUKI and all other Program staff members from CFJ NO and TUKI.

13. Application and evaluation process:

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, CFJ NO will consider both technical and financial aspects. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

13.1 Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

- 70 % Technical
- 30 % Financial
- 100 % Total

13.2 Evaluation criteria score

1. The expertise of the firm/organization or service provider/consultant
2. Previous assignments
3. Personnel and equipment details
4. Financial/cost proposal

Technical proposals should be concise and articulate the methodology and description of services that will be provided under this assignment.

14. Reporting and Contracting Arrangements:

The successful bidder will be expected to identify a Project Manager for communication and reporting purposes. At the Inception meeting, the firm/consultancy services Project Manager will be expected to submit a full contact list of all those involved in the study.

The firm/consultant will be expected to report to CFJ NO and attend all meetings as agreed with the Area Manager of CFJ NO. The Consultant/Team will be required to submit to the Area Manager weekly progress reports (by email) during the assignments period summarizing activities /tasks completed to date (per cent achieved), time spent etc.

15. Budget and Terms of Payment

15.1 Payment Modality

The organization will provide a budget on installment basis. Twenty five percent of budget will be paid after the signing of the agreement, submission of inception reports and after receiving final script of the video and workplan. Next thirty five percent of budget will be provided to consultant upon receiving the first video production for review and feedbacks. Remaining forty percent amount will be paid after submission of final video production with photo images as mentioned above.

The budget for the assignments will be finalized after selection of firm/consultant. CFJ NO Nepal will negotiate with consulting firm on budget.

CFJ NO will make payment of the contract agreed amount in cheque to the consultant within one week after the completion of each assignment and submission of payment request letter, email, invoice etc. The applicable taxes will be deducted at source according to tax policy of government of Nepal. The consultant can receive the tax deposit slip from CFJ NO.

16. Confidentiality:

All the assignments/project documents, outputs, reports, information, video, photos etc. provided and produced during the assignment will be treated as property of CFJ NO and will remain confidential. The above-mentioned outputs or any part of it cannot be sold, used and distributed or reproduced in any manner by the assigned firm/consultant or individual without permission from CFJ NO.

For further information, please contact:

Manoj Kumar Tharu

Area Manager, ChildFund Japan, Nepal office

Email ID: - manoj.tharu@childfund.org.np

Contact # 9858027181

17. Submission of Proposal/Application Procedures

Interested and qualified firms and individuals/consulting organizations, who meet the above requirements, should apply by submitting their Expression of Interest (EoI) with subject line "Call for EoI- FY2022 CFJNO-SAP/GF-05" to the following address:

ChildFund Japan Nepal Office

Mid Baneshwor, Kathmandu

Nepal

Email: info@childfund.org.np

The application/proposal must be written in English language. The proposal received after the deadline will not be considered for evaluation. Any proposal that does not meet the requirements will be rejected. A proposal that meets the requirements and offers the best value for money will be selected.

Only competitive and successful applicants will be contacted

Submission deadline: 21 August 2022 COB.

All rights are reserved with CFJ NO either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the application/proposal before approval.