

**TERMS OF REFERENCE (ToR) FOR PRODUCTION OF A VIDEO DOCUMENTARY  
FOR THE GENDER AND WOMEN DEVELOPMENT PROJECT.**

**1. Background**

Hoima Caritas Development Organization (HOCADDO) is a social development arm of Hoima Catholic Diocese with a mandate to foster socio-economic development among the poor, marginalized and disadvantaged communities in the region covered by Hoima Diocese. This mandate is meant to fulfill the Christian Vision of development and is derived from the authority of Hoima Catholic Diocese. With support from Misereor-Germany HOCADDO is implementing the Gender and Women Development Program (GWDP) in the sub counties of Bubango, Kyakazihire and Kabasekende in Kibale District for 3 years (2022-2024) under the objectives of improving water sanitation and hygiene (WASH), Household income improvement, improvement on social justice, improving on organization networking and program sustainability

**2. Purpose of the assignment:**

HOCADDO is seeking 2 professional videographers to supply video production services on a need basis for the duration of 3 years.

**3. Objectives of the consultancy:**

The contractors shall provide HOCADDO with videographer services to document real time stories from the communities of Bubango, Kabasekende, Kyakazihire sub counties in Kibale district;

- ✚ Produce a 15 minutes audio-visual documentary that illustrates activities for the GWDP.
- ✚ The documentary should capitalize on the four major objectives of the GWDP.
- ✚ The documentary shall take the form of an informative and inspiring portrayal of GWDP for the communities.
- ✚ Capture the local socio-economic-political context in relation to entrepreneurship, WASH, and gender relations.

**4. Details of how the work should be delivered:**

The Contractors will be expected to deliver any of the following as required during the whole duration of the contract:

- Share an Inception Report detailing the proposed methodology, tools, work plan, budget and the proposed team.

- Production of video (script writing, videographer, editing, audio balancing, sub-titling, format exporting, archiving raw and edited work etc.)
- All videos produced must be of the highest quality to adequately represent the organization.
- The contractors shall use their own HD quality video camera and professional editing software to;
  - Edit the footage in line with the script agreed and approved by HOCADEO focal person and produce a professional quality package / report of broadcast quality.
  - Record and edit narration / voice over where needed in according with guidance from relevant HOCADEO focal person.
  - Embed sub-titles in the video as per need.
  - Clearly identify location, name and age of interviewees, quotes and any relevant details.
  - Include appropriate HOCADEO branding and crediting of HOCADEO ownership for the produced videos.
  - Archive the edited output on a Flash and DVD format along with professional log.

## **5. Specific tasks**

- Hold a briefing meeting with GWDP Team.
- Prepare and present an inception report
- Work with GWDP Team to develop the documentary video's overall concept and scenario
- Work with GWDP Team to select interviewees for the video.
- Prepare and present a documentary script and a storyboard to GWDP Team for feedback and approval
- Perform video filming and shoot interviews as per video characteristics shared.
- Visit the project sites and interact with the local communities who benefited from the project
- Edit footage into 5 minute documentary video to be shared on social media platforms.
- Present the edited documentary to GWDP Team for comments
- Incorporate comments and submit the final documentary video together with the raw footage.

## **6. Qualifications and experience for film maker**

- Bachelor of Arts in Drama and Film
- 5 and above years' experience videography/video editing, experience of editing (with portfolio to support the experience)
- Extensive experience in producing development work related documentaries for international organizations with the aim of reaching both local and international audiences
- Local knowledge of different regions especially Bunyoro.
- Excellent technical capacities to ensure smooth and high quality production.
- Demonstrated experience of conception, production and editing of mini video documentaries

## **7. Duration of the Assignment**

The assignment is expected to be completed within 3 years from the date of signing the contract, but it will be on call.

## **8. Intellectual Property**

All information pertaining to this project (documentary, audio, project documents, etc.) which the firm may come into contact within the performance of its duties under this consultancy shall remain as the property of HOCADEO who has exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor be used without written permission of GWDP team. The national copyright laws will be applicable.

## **9. Contractual arrangements and supervision**

The Firm will be hired under HOCADEO terms of contract and managed by GWDP Team Leader solely for the purpose of delivering the above deliverables within the agreed time frame. For quality control purpose, HOCADEO will be responsible for approving the deliverables. GWDP Team shall provide the necessary support to the firm in order to execute the assignment during the duration of the assignment, including access to relevant information necessary for the execution of the duties under this assignment.

The Firm on the other hand will be required to have all the equipment necessary to execute the task.

## **10. Performance indicators for evaluation of results:**

The evaluation of the contractors' performance will be based on:

- Completion of tasks specified in ToR.
- Compliance with the established deadlines for submission of deliverables.
- Quality of work.
- Demonstration of high standards of work with HOCADEO and with counterparts.

## **11. Remuneration**

The Consultant's payment shall be based on the financial proposal developed for this assignment. Payment shall be effected as per the following schedule;

- 40% of project cost upon acceptance of inception report and signing of the contract.
- 60% of project cost upon submission of the final outputs.

## **11. Application Procedure**

Applicants are required to submit the following:

- A letter of interest stating why you consider yourself suitable for the assignment.
- Interested individuals will submit a Technical and Financial Proposal, with description of their experience, as well as a portfolio of previous works.
- Short profile, including CV, videography-related studies, references.
- Detailed individual portfolio (web links to produced videos) showcasing range of work (i.e. interviews, documentaries, etc.).
- Demonstrated experience in videography on social issues.
- Production capabilities: quality video production, including related hardware and editing software.
- A financial proposal indicating consultancy fee (lump sum fee) and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Applications should be sent to;

HOIMA CARITAS DEVELOPMENT ORGANISATION,

P.O BOX 34, Hoima

Email: [caritashoima@gmail.com](mailto:caritashoima@gmail.com)

Not later 29<sup>th</sup> June 2022.

For additional information on the consultancy

Please Contact:

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