



## **TERMS OF REFERENCE FOR THE PRODUCTION OF A VIDEO DOCUMENTARY AND SNIPPETS**

### **1. Background:**

The West Africa Network for Peacebuilding (WANEP) was established in 1998 to promote the culture of peace, strengthen the capacity of peacebuilding practitioners and institutions, develop conflict prevention networks and mechanisms, and advocate for just socio-politico-economic structures. Since its establishment, WANEP has succeeded in establishing strong National Networks in every Member State of ECOWAS, with over 500 member organizations working in peace and security across West Africa. WANEP has emerged as a credible institution in the two decades of existence with the technical know-how and best practices in conflict management, resolution and transformation. WANEP is also a key player in major global peacebuilding efforts.

#### **1.1. WANEP-USAID Relationship:**

Inspired by the desire to contribute and commit to the sustenance of peace during elections through its National Early Warning Systems, WANEP, with funding support from the United States Agency for International Development (USAID), launched a project on mitigating election violence through the National Early Warning System (NEWS). The five-year project is designed to strengthen the existing WANEP NEWS program with special focus on monitoring, reporting, analyzing and communicating threats to peaceful elections in five ECOWAS member countries of Burkina Faso, Cote d'Ivoire, Niger, Ghana and Sierra Leone.

#### **1.2. Intervention/Engagement:**

WANEP realizes that election observation is a tool for improving quality of elections, and collaborated with other partners to establish an Election Situation Room (ESR) specifically to monitor, report, analyze and facilitate response to violent threats to the peaceful conduct of elections in the project countries. Through its National Early Warning Systems (NEWS), WANEP contributes to the mitigation of electoral violence in political transitions of West Africa. Through the ESR, WANEP provided timely, concise and evidenced-based information to relevant stakeholders and conducted periodic debriefings with the media throughout the electoral process. The regular media interactions allowed for direct engagement with relevant stakeholders thus helping to facilitate timely response to prevent violence. The ESR has become an integral component of WANEP's strategic contribution and intervention to peaceful political transitions and stronger democratic systems in West Africa. This has translated to direct and indirect benefits to state and non-state actors as they enhanced collaboration between civil society organizations and state agencies leading to human security for the region. This project has successfully contributed in mitigating electoral violence in 5 countries in West Africa; Burkina Faso, Cote d'Ivoire, Niger, Ghana and Sierra Leone, thereby consolidating political stability in the region.

### **2. Objective:**

The overarching objective of embarking on this production is to document the successes and impact of this project. Therefore, a 10 minute documentary video and four (4) 1 minute snippets high quality videos for social media use will be developed.



### 3. SPECIFIC TASKS

- Conduct initial meeting upon signing of contract to clarify the TOR and expectations. This shall also include discussion and finalization of the story board.
- Develop a 10 minute high resolution documentary by editing and putting together, pre-recorded videos, soundbites and pictures of events to be submitted by WANEP.
- Conduct one interview (man on the street) moment on the 2016 election in Ghana to be incorporated in the 10 minute documentary.
- Provide four (4) one (1) minute each high quality video snippets from the documentary for social media use.
- Suggest background music, where required.
- Liaise with WANEP to provide voice over in English language (where applicable)
- Incorporate comments, produce and submit the final videos as stated in points above.
- Final videos should be provided in CD/DVD in MPEG4, AVI and WMV formats.

### 4. Qualification and Experience:

It is desired that the recruited consultant possess the following:

- At least a Degree in ICT and communication related field including areas as Video and Film Production, Photography, Cinematography, Performing Arts and other related fields;
- Extensive experience in producing development documentaries for international organizations with the aim of reaching both local and international audiences; **Provide a list of videos/documentaries produced with contact details of beneficiaries for each.**
- Practical experience in video production - evidence of documented practical experience in video production is required;
- Evidence of understanding of development and production of high-quality short videos; **please submit at least two short videos; each not exceeding 10 minutes. Add the contact details of the beneficiaries of the videos)**
- Good filming, editing and analytical skills
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.
- Additional experience in development communication will be an added advantage

### 5. DURATION AND LOCATION OF ASSIGNMENT

The duration of the consultancy is **20 days** upon the signing of the contract. The Consultant will work closely with the WANEP team on the project to seek inputs from them to strengthen the quality of the documentary.

Below is the estimated timeframe for the completion of the assignment:



| Deliverables/ Outputs  | Estimated Duration to Complete work | Review and Approvals Required |
|--|-------------------------------------|-------------------------------|
| Inception report with the following details:<br>Detailed plan as to how the work will be executed. | 5 days                              | Communication Manager – WANEP |
| Submission of first version of documentary and snippets for review and comments                    | 10 days                             | Communication Manager - WANEP |
| Submission of Final videos   | 5 days                              | Communication Manager - WANEP |

### 6. Schedule of Payments

The payment arrangement will be on lump sum basis with the following schedule for each deliverable:

- 20% upon submission of inception report by target date.
- 40% upon submission and approval of the first draft documentary and snippets.
- 40% upon submission and approval of final documentary and snippets.

### 7. INSTITUTIONAL ARRANGEMENTS

The selected videographer will work under the overall guidance and direct supervision of the Communications Manager of WANEP. The videographer will be responsible for production of all final deliverables. **Consultants will be assessed on both the quality of the video and timing of deliverables.** It is the duty of the videographer to devote time, engage and collaborate effectively with the relevant stakeholders to ensure that the deliverables and targets are met. **The consultant is expected to provide/use their own equipment for purposes of this assignment.**

The high-quality documentary and snippets which are the final (end) products will remain the property of WANEP and USAID West Africa and as such the processes leading to its production must be owned by WANEP and USAID. The consultant will have no right to share and distribute unless otherwise instructed by WANEP and/or USAID.

### 8. Evaluation Criteria

Candidates will be evaluated in two stages: technical evaluation and financial evaluation using the weighted scoring method.

| #  | CRITERIA   | Weight     | Points    |
|----|--|------------|-----------|
| 1. | <b>Technical</b>   | <b>70%</b> | <b>70</b> |
|    | <b>Qualification of consultant</b> <ul style="list-style-type: none"> <li>• Academic qualification (<i>The Consultant should possess at least a Degree in ICT and communication related field including areas as Video and Film Production, Photography, Cinematography, Performing Arts and other related areas</i>). <b>5 Marks</b></li> </ul> | 5 %        | 5         |



|                     |   |             |            |
|---------------------|---|-------------|------------|
|                     | <b>Professional experience of consultant</b> <ul style="list-style-type: none"> <li>Practical experience in video production - evidence of documented practical experience in video production is required (This could be a list of videos produced with contact details of beneficiaries) <b>10 marks</b>;</li> <li>Quality of 2 samples of videos each not exceeding 10 minutes. <b>30 marks</b></li> <li>Evidence of good filming, editing and analytical skills. <b>10 marks</b></li> </ul> | 50 %        | 50         |
|                     | Understanding of scope of work demonstrated through detailed and comprehensive plan and approach to producing a high quality product. <b>15 Marks</b>   | 15 %        | 15         |
| <b>2. Financial</b> |   | <b>30%</b>  | <b>30</b>  |
| <b>Total</b>        |   | <b>100%</b> | <b>100</b> |

**Note:** Only bids that score at **least 49 out of 70** in the technical evaluation will be deemed technically responsive to be considered financially. Those that score below will be automatically disqualified.

### 9. EVALUATION Breakdown

The weighted scoring method will be utilized.

The award of the contract would be made to the individual consultant whose offer has been evaluated and determined as:

- I. Responsive/compliant/acceptable, and
- II. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight: 70 % (minimum (49/70)

\* Financial Criteria weight: 30%

### Financial Proposal (30%)

The following formula will be used to evaluate financial proposal:  $k = y (x/z)$  where:

k = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal (30 points)

x = price of the lowest priced proposal

z = price of the proposal being evaluated

### PROPOSAL DEADLINE:



Deadline for accepting proposals for this exercise is **November 28, 2018**. All proposals to be sent to [qtawo@wanep.org](mailto:qtawo@wanep.org); [wanep@wanep.org](mailto:wanep@wanep.org);

For enquiries or classifications please call 0540379186 or send email to [qtawo@wanep.org](mailto:qtawo@wanep.org).