



TERMS OF REFERENCE

PRODUCTION OF VIDEO DOCUMENTARY SERVICES FOR TAMATISHA! /HAKI YANGU PROGRAMME

1.0 INTRODUCTION

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a legendary membership organization whose mission is to support women and girls in acquisition of quality education and training for sustainable development. FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life.

FAWE Kenya has implemented Tamatisha! /Haki Yangu Projects in 5 Counties of Kenya namely, Nakuru, Kajiado, Nairobi, Machakos, and Narok Counties. The project aimed at significantly reducing the incidence of teenage pregnancy during and beyond the COVID-19 crisis by enhancing awareness of the importance of Human Sexuality Education and re-entry/admission of teenage mothers back to school. Throughout the project, FAWE Kenya has continued to transform 10 schools, 2 schools in each of the selected Counties into Centre's of Excellence (CoE) by encouraging teenage mothers to go back to school and also creating awareness of the risks of teenage pregnancies. In the long term, this has resulted in the establishment of gender-responsive schools that provide a conducive learning environment for both girls and boys thus contributing to improved learning outcomes.

2.0 OBJECTIVES

The overall objective of this assignment is to engage a local firm to:

- I. Produce a video documentary film on Tamatisha! / Haki yangu programme highlighting best approaches, best practices, achievements, and real impacts in the programme focal areas.
- II. Brand representation. Align the documentary with the project's donors branding guidelines to maintain consistency and professionalism.
- III. Impact Demonstration: Showcasing the outcomes and the positive impact the projects have on individuals or the community that have interacted with.
- IV. Timeline and Milestones: Having a define a realistic production timeline that will ensure timely completion of the documentary not leaving anything outside.

3.0 SCOPE OF WORK

The firm shall be responsible for the following:

- a) Develop the documentary film's overall concept and scenario.
- b) Interview selected participants for the film who shall include, project grantees and Beneficiaries, Teachers, Government officials, Programme officer(s), Chief Executive Officer, the Board of Management among others.
- c) Visit the 5 selected project sites (**Nairobi, Nakuru, Machakos, Kajiado and Narok**), and interact with the beneficiaries who shall have been impacted by these Programmes to get context.
- d) Develop the documentary script and storyboard to be used in the film.
- e) Perform appropriate video filming and shoot interviews with the beneficiaries and stakeholders.
- f) Produce one final documentary film of between 30-45 minutes maximum.
- g) Present a work plan for the assigned work specifically shooting days and locations.

4.0 WORKING RELATIONSHIP AND CONTRACTUAL ARRANGEMENTS.

- a) The contracted firm shall work under the overall supervision of the CEO FAWE Kenya.
- b) FAWE Kenya shall be responsible for all contractual arrangements.
- c) The contractor/firm is under the obligation of confidentiality.
- d) All copies of licenses, warranty, invoices, etc. shall be submitted to the CEO FAWE Kenya.
- e) Any issues and/or anticipated delays that may impact the timelines or budget of this assignment **MUST** be communicated well in advance to CEO FAWE Kenya.
- f) Where Minors are involved, the firm shall seek consent from the minor(s) Parents, Teachers and or Guardians. All signed Consent forms shall be submitted to FAWE Kenya for record purposes.
- g) The successful firm **MUST** sign a copy of FAWE Kenya Safeguarding policy including all members of the selected firm.

5.0 FAWE KENYA'S RESPONSIBILITIES:

To ensure timely delivery of the assignment, FAWE Kenya shall.

- a. Commit to share all required/requisite documents necessary for prior approval where need be.
- b. Make all payment(s) to the firm in a timely manner and/or as per the agreed schedule.
- c. Assign a designated focal person who will be available to respond to any queries or provide the requisite support.

6.0 DELIVERABLES

The contracted firm shall be expected to provide the following deliverables:

- a) Workplan for the assignment.
- b) Provide a final documentary film of 30-45 minutes meeting the specified duration and content
- c) High-resolution photographs captured during the documentary, suitable for documentation.
- d) Deliver the documentary in various video formats suitable for different platforms and uses (e.g., web, social media, presentations).

7.0 TIMELINES

Upon signing of the contract, the contracted firm shall be expected to deliver this assignment within a period of **one month (30 working days)**.

NB: Any projected timelines that may fall outside the scope, should be clearly detailed.

8.0 ELIGIBILITY:

Eligible firms must provide the following mandatory requirements. Non-submission of any of the documents will lead to disqualification from the tender process.

- ❖ Copy of company Certificate of Incorporation or Registration.
- ❖ Copy of valid Tax Compliance Certificate.
- ❖ Minimum of three (3) references from clients you have conducted a similar project for.

9.0 Acceptance criteria:

The project shall be considered complete once the minimum criteria set below has been met.

- A report of the assignment submitted to FAWE Kenya.

- A. Video Quality: The video must be of high visual and audio quality, free from technical issues such as pixelation, audio distortion, or other visual/audio artifacts.
- Content Accuracy: The documentary should accurately represent the project's goals, achievements, and impact, adhering to the provided script and storyboard.
- Duration Compliance: The final video should meet the specified duration outlined in the ToR, balancing conciseness with comprehensive coverage.
- Timely Delivery: The documentary should be delivered according to the agreed-upon timeline.

10.0 Expression of Interest

Interested firms are requested to submit:

1. Application / Expression of interest.
2. Technical and Financial proposals. The financial proposal should have a proper breakdown of all the costs including any other charges to be applied.
3. Bids should be submitted no later than **Friday 15th December 2023 11:59PM EAT**. Please send the technical and financial proposals as PDF or MS Word attachments addressed to the CEO FAWE Kenya emailed to Procurement@fawe.or.ke with the subject quoting “**Production of Video documentary services to FAWE Kenya**” on the subject line.

11.0 Criteria for Proposal Evaluation

Description	Points
Compliance: Understanding of the scope of work and capacity to carry out the work <ul style="list-style-type: none"> ❖ Detailed and responsive technical and financial proposal (i.e., meets the minimum required specifications as per the scope of work) ❖ Validity period of the financial proposals provided. ❖ Curriculum Vitae of the Lead Person, Certifications and total number of years attained in similar assignments. 	30
Overall Experience and reputation of the company <ul style="list-style-type: none"> ❖ Company profile and registration documents attached. ❖ Minimum of three (3) referrals from previous clients and or Referrals based on similar assignments. ❖ Curriculum Vitae of the team members if any, Certifications, and total number of years attained in similar assignments. 	20
Overall Cost & Payment terms: Financial Proposal <ul style="list-style-type: none"> ❖ Clear breakdown of all costs entailed (including VAT). ❖ Breakdown of your expected payment schedule/terms. 	30
Timeline of project completion: <ul style="list-style-type: none"> ❖ Clearly defined timelines for delivery including anticipated variations if at all. 	10
<ul style="list-style-type: none"> ❖ Availability to commence work immediately, upon signing of contract. ❖ Outstanding videography skills and Video Editing Skills-Share a sample video 	10