

TERMS OF REFERENCE

(Health, Education & Livelihood in Africa: A Sustainable Inclusion Approach (HELASIA))

Producing video documentaries

1. CONTEXT

Contracting department

Handicap International is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside vulnerable people and people with disabilities to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Programme context

The HELASIA Project is focused on generating conclusive experience and change in the participation of people with disabilities by demonstrating the interaction and interdependence between advocacy for people with disabilities' rights and practical efforts in supporting them to obtain access to quality, inclusive services.

To achieve this, in consultation with its national and regional organisations of persons with disabilities (OPD) partners, the project focuses **on five different sub-Saharan African countries (Rwanda, Benin, Mozambique, Madagascar and Ethiopia)**, each with its own challenges and particularities, to define access to service interventions in health, education, and livelihoods – with the balance between each sector the reflection of the specific priorities identified in each country.

Explanation of the reason for the service

The HELASIA Project *Health, Education and Livelihoods in Africa : a Sustainable Inclusion Approach* : is a 3,5-year project in five counties from 2020 up to June 2023. As part of the documentation strategy on generating conclusive experience and change in the participation of people with disabilities by demonstrating the interaction and interdependence between advocacy for people with disabilities' rights and practical efforts in supporting them to obtain access to quality, inclusive services, HELASIA intends to produce a 15-20-minute video documentary series to highlight the activities of the project accomplished in responding to the challenges people with disabilities in health ,education and livelihood sectors their country.

To accomplish this, HELASIA seeks to obtain the services of a competent consultant or firm that will produce four video documentaries while working in close collaboration with HI, HI-HELASIA staff and HELASIA partners to deliver the desired final videos.

2. DESCRIPTION OF THE EXPECTED SERVICE

➤ **Beneficiaries**

People with disabilities, Organizations of people with disabilities (OPDs)

➤ **Global objectives**

The video documentary will document and raise public awareness persons with disabilities rights. It will specifically focus on the outputs and outcomes of the project in target areas.

specific objectives

- Produce the quality videos of the proposed thematic areas.
- Develop the documentary film's overall concept and scenarios;
- Visit the project intervention areas and conduct interviews, capture video footages, with the target groups/stakeholders/beneficiaries to get the context required for the documentary.
- Produce the FINAL professional quality videos ensuring that content is well-edited, accessible for persons with disabilities, documented and ready to be shared. (captions, international sign language video and voice-over)
- Support the platform for broadcasting the videos for wider dissemination.

➤ **Services requested**

- To follow the scripts and narration that is mutually agreed by HELASIA team for overall video documentaries, the questions for the interviews will be provided by HI.
- To conduct field visits of the project intervention areas (Benin, Rwanda, Ethiopia, Madagascar and Mozambique) and interview all the participants in the 4 video documentaries.
- Interview selected interviewees for the documentary who shall include people with impairment and leaders, parents, students with impairment, local government officials, project staffs, teachers, school directors and others written in the script.
- Conduct some interviews from partners not in the project intervention areas. (over virtual means);
- Perform appropriate video filming and shoot interviews with the projects' major beneficiaries and stakeholders.
- Present a draft documentary to HI HQ/HELASIA for review/comments.

- Incorporate the comment and produce a finals video documentaries and raw footage to HELASIA project.
- Ensure accessibility for persons with disabilities of the final products. (voice-over audio, international sign language version and captions)

➤ **Expected results and indicators for taking delivery of and validating the results obtained**

1. To highlight the learnings from HELASIA project activities across African countries;
2. To demonstrate the Output and Outcomes from HELASIA project activities in five countries;
3. To demonstrate the challenges/gaps of people with disabilities in Health, Education and livelihood in five countries and how the project contributed to addressing those gaps.
4. To demonstrate the importance of build the capacity of OPDs in different areas;
5. To promote advocacy for people with disabilities 'right;
6. To inspire the future projects;

3. CONSULTANT'S PROFILE

- Minimum of Five (5) years' documented work experience in the area of film/reportage/documentary writing, producing, directing and editing;
- Own and know how to operate highest quality filming, light, sound and editing equipment.
- Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism;
- Ability to communicate and conduct interviews in English, French. Communication in Portuguese would be an asset
- Track record of successful materials filmed in the Africa context and/or on similar thematic topics would be an asset
- Experience in working with HI and/or other international organizations;
- Excellent photograph and video editing skills and experience.
- Experience in delivering video materials accessible for persons with disabilities.

4. DURATION AND PLACE OF PERFORMANCE OF THE SERVICE

The ideal starting time would be in April 2023 to have sufficient time for preparations. The consultant is expected to produce and submit the deliverables within the scope of the assignment and within 3 months starting from contract signature.

The shooting should take place at the same time in 5 countries.

The consultant shall follow the script and be creative in B-rolls/Additional footages.

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Submission of the first version of 4 web video documentaries	10-14 June 2023	COP HELASIA/HQ TEAM/Communication officers
Submission of the second version of 4 web video documentaries	17-21 June 2023	COP HELASIA/HQ TEAM/Communication officers
Submission of the third version of 4 web video documentaries with subtitles in English and French	24-28 June 2023	COP HELASIA/HQ TEAM/Communication officers
Submission of the fourth version of 4 web video documentaries with subtitles in English and French + Narration of French and English	1-5 July 2023	COP HELASIA/HQ TEAM/Communication officers
Submission of the fifth version of 4 web video documentaries with subtitles in English and French + Narration of French and English+ international sign language interpretation	8-12 July 2023	COP HELASIA/HQ TEAM/Communication officers
Submission of the final version of 4 web documentaries	15-19 July 2023	COP HELASIA/HQ TEAM/Communication officers

- The consultant can be carried out by a single person who will travel in five countries mentioned above OR could be carried out by a group of videographers on site OR a mix of both.

5. WORK PLAN

Pre-Production phase

The consultant shall deliver the storyboard and shooting schedule in 5 countries before starting the production phase the HI-HELASIA

Production phase to include feedback loops/meetings with HI staff; filming in specific locations and areas as previously agreed; interviews with relevant stakeholders; draft

version(s) of the video including voice over/Narration in French and English, music, graphics; subtitles in English, French of content.

- Shooting on-site in 5 countries location include interviews that provide different perspectives on the HELASIA Project (from land and 5 counties including rural areas, to beneficiaries of HELASIA project/partners and stakeholders)
- Some virtual interviews with partners not in project sites.
- Visual impressions of the catchments in Inclusive education, Organization of Persons with Disabilities, advocacy and technical training and employments, some of the challenges and impacts.
- Stories of change from the beneficiaries, from community members, local leaders, civil society, people with disability and government)
- The shooting angles should be not limited to/ the rule of thirds composition to leave the space of sign language interpreters

Postproduction to include Final fully edited version of the documentary products, incl. voiceovers, music, subtitles, B-rolls, footage of the selected activities and beneficiaries as well as French and English subtitles. blending in of text and logos; video to be supplied to HELASIA in mp4 format or similar, in both high-resolution, as well as a reduced version for online publication; recommendation for dissemination. All products must be submitted with subtitle in English and French and international sign language interpretation.

6. TRAVEL PER COUNTRY

A total of 75 interviews (prepared statements) will have to be executed in 5 countries.

BENIN	
Total interviews:	20
2 interview sites:	
Cotonou :	6 interviews Local travel around the city : 30-40 minutes
Parakou (Northern Benin)	14 interviews Local travel around the city: 20- 30 minutes Travel between Cotonou and Parakou will take one full day of travel by car (6 hours drive)

ETHIOPIA	
Total interviews:	13
2 interview sites:	4 interviews
Addis Ababa :	Local travel around the city : can take up to 1 hour (to avoid rush hour)
Sidama region (1 hour flight from Addis)	9 interviews Local travel around the city: 20- 30 minutes Travel between Addis and Sidama will take one full day of travel by car (6 hours drive) or 1 hour flight.

MADAGASCAR	
Total interviews:	11
Diego region:	6 interviews Flight to Diego, few hours, but flies 3 times/ week.+ local car travel of 1-2 hours (depending on location beneficiary).
Antananarivo region	2 interviews Car movements in Antananarivo can take up to 1 hour.
Tamatave region(TBC)	2 interviews Tana: car travel can take up to 1 hour Tamatave: 1 day drive- local travel takes 30 minutes

MOZAMBIQUE	
Total interviews:	11
Maputo, Matola and Dâmaso areas	6 interviews Local travel around the city : car movements of maximum 1 hour
Maputo city (around the city)	5 interviews Local travel around the city: by car movement (approximately 10 to 30min)

RWANDA	
Total interviews:	20
Kigali city	7 interviews Local travel around the city : Car movements of around max 30 minutes or 1 hour in rush hour.
-Nyamasheke district -Rutsiro district	13 interviews -kigali-Nyamasheke 5 hr 38 min – 1 day drive -Kigali-Rutsiro 4 hr 19 min= 1 day drive -Nyamsheke to Rutsiro 3 hr 2 min Local travel around the city: by car movement (approximately 10 to 30min)

7. REPORT

The assignment is expected to take from the date of signing the contract to 19 of July 2023.

N.B: The coverage of the interview of 2 participants in Regional Workshop which will be held in Benin is mandatory from Monday 22nd to Wednesday 24th of May 2023, the

consultant must be there during this workshop, as it will gather participants not residing in the project countries.

Products to be delivered:

4 summative/ final web documentaries (15-20 minutes each) +a short version of 4-5min each and an international sign language version of the video and English and French captioning.

1. Inclusive education
2. Capacity building of OPDs achievement of the targets
3. Advocacy on national and Pan-Africa level
4. Technical training and Employment

And to deliver raw footage to HELASIA project and a promotional trailer.

8. CONTACT PERSON

- During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, and notably with the following:
 - Responsible people for the follow-up:
 - HELASIA communications officer: **Rosalie Rizinjirabake**-
r.rizinjirabake@hi.org

Administrative and technical annexes

- i. Methodological approach/technical offer adopted for the service
- ii. Budget / Financial Proposition
- iii. Consultant's CV and illustration of work/portfolio
- iv. Tentative work plan and time schedule

The technical offer should at least include:

- References
- Copy of Applicant ID or company representative ID
- Copy of Company legalization certificate or Consultancy business registration of the activity or any documents certifying the regularity of the activity
- Tax Certificate / TIN Number
- Insurance certificate

Reservations & Confidentiality: HI reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the HI office. The contractor undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of

interest to the prevailing assignment. The contractor shall not use any of this products on their interest.

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- All applications should be shared to dao@rwanda.hi.org , **before 23.59 CET 2nd of April 2023.**