

**Terms of reference ToR for documentary
(Videography & Photography Service Provision)**

INCHARGE Beneficiary Significant change story

1. INTRODUCTION

About Humanity and Inclusion (HI)

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

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

For further information about the association: <http://www.hi.org/>

Present in more than 55 countries, Humanity & Inclusion is composed of 2 operational divisions:

- The Direction of Humanitarian Action
- The Direction of Development Action

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

Background/ rationale

INCHARGE (Integrated Nutrition Community Health and Rehabilitation for Greater Empowerment project is a three-year project from August 2021- July 2024 funded by PRM and implemented in a consortium led by Medical Teams International with HI and Tutapona. HI implements MHSP & Rehabilitation in Kyaka and Kyangwali within the consortium about objective 1.

- To improve access to life-saving comprehensive primary health care including community health systems strengthening, **mental health, and rehabilitation services** among refugees and host populations.

The project is in the third year (last year) of project implementation and has provided physical and rehabilitation & MHPSS services to 2,953 BNFs (beneficiaries) (1,108 with Rehab services & 2,953 with MHPSS services). Through the annual beneficiary satisfaction survey conducted in Year 1 and Year 2, and several documented stories of change and BNFs testimonies during field visits, the project has had a positive impact on the lives of both refugees and nationals. It is from this background that the project intends to capture a documentary both through videography and photography. This will help in resource mobilization, increasing HI, consortium, and donor visibility, and influence future programming.

Expected output of the Service Provision:

The service provider will be expected to produce, although not limited to, the following products:

Videography & photography

Using quality video and photography equipment, including microphones for voices recording, additional lighting and at least two cameras (close up and wide angle), the service provider will deliver:

- A **5-minute video** that highlights HI activities under the INCHARGE project and the beneficiary stories that reflect what they have benefitted from HI and project services, and how HI services have met their individual needs thus changing their lives for the better.
- **Two (2) video clips of 45 seconds:** one (1) for the project in Kyaka and one (1) for the project in Kyangwali.
- **The shooting and the integration of International Sign Language** within the 5 min video as well as within the two clips.
- **Inclusion of** English subtitles for the interviewee and/or voiceovers (to be edited by HI before final production), providing good English translations of the beneficiary narratives.
- During the shooting, context videos (front door, hospital, school according to the interviews) as well as ambient sounds and images to illustrate the interviews should be prioritized.
- **High-quality 50 photos** (25 in Kyaka, 25 in Kyangwali) for the different beneficiaries interviewed on both sites
- The photo bank of all photos taken from Kyangwali and Kyaka as well as the raw footage of the videos must be delivered in duplicate on external hard disks or USB keys: pictures sorted and with captions filled in (place, date, people); videos in format mp4 in 4K + separated soundtrack with microphone.
- Editing that will be done together with the PM
- Include background music [royalty-free music]
- Do Audio repair of the selected clips [remove wind, external noise, etc.]
- Audio design + mix stereo 2.0
- Do Color correction and matching
- Ensure branding of HI, Donor (PRM), and consortium members (Medical Teams International & Tutapona) at the beginning and at the end of the video

Target group:

The following are most likely to be in direct or indirect contact with the documented videos and photography.

- **HI actual donors (institutional and private), current and possible future HI donors/supporters:** the video will be used to show HI's activities in Southwestern Uganda, and related innovative approaches during fundraising events, meetings with donors, etc., and on HI international websites, YouTube, twitters, etc.
- **International media promoting innovative approaches to development/emergency through architecture:** the video will be shared to enhance advocacy for MHPSS and Integrated Rehabilitation in humanitarian settings. The video clip will be shared on various platforms as deemed

necessary by the Regional Programme Director. The videos will also be used to enlighten Stakeholders involved in humanitarian and development interventions about the need for Disability inclusion, integrated rehabilitation, as well as mental health and psychosocial support.

The process to be followed to undertake the required service:

The following steps show the process of the required service:

- 1) As a first step, the preparatory meeting will be conducted to ensure a good understanding between the HI project manager and the service provider team on objectives, possibilities, limits, and expectations. The service provider's team will conduct field visits to document the stories of change from project beneficiaries, the team will be supported by HI staff and the project manager to reach the homes of the beneficiaries. In addition, the team will conduct interviews with the targeted beneficiaries at the house of the beneficiaries alongside HI project staff. The team will seek consent from the beneficiaries before any interview or documentation with the support of HI project staff. Nevertheless, the photographer/videographer is also responsible to ensure informed verbal/ written consent from the participants and/or the caregivers. **(8 days visit in the field, Day 1-8)**
- 2) Then, the service provider team will submit a draft video and photos to the HI project manager to provide initial inputs within one week after the field visit **(3 days editing work, Day 9-11).**
- 3) In the post-production phase, the service provider will edit and consolidate all the materials based on project manager comments to produce the videos and photos and share it with the HI project manager for the first review between **(3 Days editing after revision from PM, Day 12-14)**
- 4) After validation from HI project manager', the consultant will organize the subtitle incorporation as well as the International Sign language shooting and integration. The music and sound will be also fully included by then. **(3 Days editing after validation from PM, Day 15-18).**
- 5) Last work on the videos and photos (3 days work, **19-21 days**) before final submission on Day 21.
- 6) The steps mentioned above will be implemented under the overall guidance, support, and supervision of the HI project manager. The service provider should abide to HI protection policies before he/she interacts with beneficiaries:
 - HI Code of Conduct,
 - Protection of beneficiaries from sexual exploitation, abuse and harassment ,
 - Child Protection Policy ,

3. SERVICE DURATION AND LOCATION

- The duration of this assignment is one month expected to last 21 days and to end on **9th May 2024** latest.
- During this period, the service provider is expected to visit the homes of the beneficiaries and HI's points of service (fixed points) in Kyaka & Refugee Refugee settlement for one week

4. EXPECTED DELIVERABLES

1. **One** high-quality **video of a** maximum of 5 minutes with English translation and ISL.
2. **45** seconds short **video clips (2)** with English translation and ISL.
3. The raw footage of all the videos
4. **High-quality 50 photos** (25 in Kyaka, 25 in Kyangwali).
5. The photo bank of all photos collected from Kyangwali and Kyaka

HI Project Manager is the direct supervisor and person responsible for this service provision. He will coordinate with the service provider on a detailed work plan where two or three Video cameramen can be engaged with the beneficiary or capturing supplementary sites or HI activities at fixed points.

The final products as per the above expected deliverables should be submitted after a systematic process of drafting, reviewing, editing and validation.

These should be submitted on a memory stick and a link, the memory stick will be hand delivered to the Project Manager and the link will be shared on the following email addresses

To: l.kembabazi@hi.org (Project Manager)

Cc: u.tumwine@hi.org (Head of Programmes)

5. Expertise required

- Have a good experience in producing a documentary, short videos, and photos.
- Able to produce high-quality broadcast videos and professional photos on tight deadlines.
- At least 3 years of proven technical experience for the cameramen/editors involved in the production.
- Ability to include English language subtitling.
- Proven experience in social media tools.
- Proven ability to meet deadlines.
- Ability to travel to the field.

Technical requirements:

- Broadcast quality full HD video
- Professional sound recording
- HD web files as final products
- HD DVD as final products

6. Job Condition

The Service Provider is responsible for the cost of (to include on the financial proposal professional fees):

- o Return flight cost (Applicable for non-Ugandan Residents only)
- o Daily Living cost in Uganda
- o Accommodation cost
- o Health coverage cost
- o medical repatriation insurance cost (Applicable for non-Ugandan residents only)
- o Civil insurance cost
- o Visa application cost (Applicable for non-Ugandan residents only)
- o VAT 18 % (Applicable for Ugandan and non-Ugandan residents)
- o WHT (6 % for Ugandan / Resident or 15% for non-Ugandan residents)

HI will provide:

- o Movement transport within Uganda. (the Consultant is required to sign HI Discharge responsibility form)

7. Application procedures

Candidates should submit the following information within their application before 23/02/2024.

List of items to be included in the submission);

- ✓ Financial Proposal that includes all professional fees, accommodation, transport, allowances, and any means cost of the activities (**see Article 6**)
- ✓ Technical proposal with Activities Timeframe to meet the requirements
- ✓ Evidence of the previous similar or related work done (and reference letter, if any)
- ✓ Company Profile / Individual Freelance Worker CV
- ✓ Documents proving registration and any other documents certifying to the regularity of the company or his/her activity
- ✓ TAX Certificate
- ✓ Proof of personal health/hospital insurance
- ✓ Identification documents (Passport/ID)

The Proposal should be submitted to the following email:
procurement.tenders@uganda.hi.org,

Including the email subject” **Videography & Photography Service Provision**”.

END