

Terms of Reference (ToR)
For
Production of Video Documentary - Climate Change and Disaster Risk Management

1. Background

Himalaya Conservation Group (HCG), Nepal in support of Oxfam Nepal and co funded by European Union Nepal is implementing a three year program (2020-2023) “Enhancing CSOs roles as key development partners for climate resilient policies and practices” that is aimed to improve climate governance by strengthening Civil Society Organizations (CSO), ensuring the accountability of local government and enabling partnership for inclusive, and climate-sensitive actions. The project is being implemented to improve climate governance by strengthening CSOs ensuring the accountability of local government and enabling partnership for inclusive and climate-sensitive action. This action aims to strengthen the voices and meaningful participation of CSOs/CBOs representing women, youth, people with disabilities (PWDs), Dalit women, women with disabilities and particularly vulnerable groups in upstream and downstream communities (referred to as the ‘target groups’) in an enhanced system of climate governance.

Thus, in order to build awareness on DRRM (Disaster risk reduction and management) and Climate Change Adaptation (CCA) issues and improve advocacy efforts on a broader context HCG would like to recruit a company to help produce a video documentary that captures grass root level issues in relation to climate change and disaster risk management linked with project objectives and expected outcomes. Likewise, the video documentary will focus on the key issues ECCSO is working with highlighting ground stories of target groups and showing the impact of disaster and climate change impact in their day to day life.

2. Thematic Areas:

The project working areas are Tirhut Rural Municipality and Kanchanrup Municipality of Saptari District and Chandrapur and Brindaban Municipalities of Rautahat District in Province 2. Thus, this assignment will be focused on covering the issues of the following major thematic areas of the targeted rural/municipalities:

- GESI (Gender Equality and Social Inclusion)
- Impacts on Agricultural products/yields.
- Upstream and Downstream communities of Chandi and Mahuli river
- Impacts on Watershed of target area
- Disaster Impacts

Other areas:

1. Climate change, community perception, impacts and government response
2. Disaster, impacts, management initiatives and government response
3. Indigenous practices in climate change adaptation and disaster risk management
4. Flood Inundation, Opportunities, and challenges in riverbed farming
5. Mainstreaming Climate Change and DRR into Developmental Planning
6. Dependency of people residing in upstream and downstream on Chure resources (upstream and downstream linkages)

Cross cutting issues:

Differential impacts of climate change to women, PWD, Dalits and other marginalized community

ECCSO project

3. Objectives of Work:

The major objective of this assignment is to produce video-documentary on the issues faced by the targeted groups (people with disabilities, Dalit women, women with disabilities and particularly vulnerable groups) with a special focus on the DRR and CCA problems encountered and coping capacity before, during and after the disaster. The specific objectives are as follows:

- Produce the quality videos of the proposed thematic areas meeting the optimal standard.
- Prepare the script and narration that is mutually agreed by Oxfam and HCG for overall video documentaries,
- Visit the project working 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 are well-edited, documented and ready to be shared.
- Provide the promotion platform for broadcasting the videos for wider dissemination.

4. RESPONSIBILITIES AND DELIVERABLES OF CONSULTANTS/SCOPE OF WORK

4.1. Responsibilities:

- Review all the documents of the project including research work and issues identified till date.
- Travel to the targeted project areas and develop the script prior to the provided thematic areas.
- Provide the draft script to Oxfam and HCG for comments and prepare the narration after finalization.
- Capture the video footage as agreed with HCG and Oxfam and according to the script prepared.
- The consultant should use their own HD quality video camera and professional editing software for recording and editing.
- The documentary should be in Nepali language with sub-titles in the video wherever required and should include the EU branding and crediting of ownership for the produced videos.
- Prepare draft videos documentaries and submit it to Oxfam and HCG for final review and feedback.
- Finalize, submit and publish the videos as per the feedback provided by the project implementing partners.

4.2. Deliverables:

The consultant is liable for following deliverables during service period:

- Submit a storyboard and script for the documentary to HCG for approval before filming;
- Present draft documentary to HCG members at the end of the field and incorporation of comments;
- Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
- Present a complete 20-30 minute documentary film version, and hand over 2 master copies of each version to HCG.

5. DURATION

Work is expected to start by **1 May 2021 and conclude by 31 July 2021** (with final deliverables). The Consultant may be an individual or firm.

6. CONSULTANT QUALIFICATIONS AND EXPERTISE

The consultants are expected to possess the following qualifications:

- At least five years of experience in video-documentary/video editing.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.
- Experience in working with I/NGOs.
- Experience in covering socio-economic issues, humanitarian and development subjects will be an asset.

7. REPORTING LINE MANAGER

The consultant will work closely with the Advocacy and Influencing Coordinator from Himalaya Conservation Group (HCG) and Technical Coordinator, Climate change and Disaster Risk Management from Oxfam. However, consulting firm needs to work closely with other HCG team members and communication team from Oxfam in Nepal as appropriate.

8. FEES

- Detail of costs with number of days and schedule, to be submitted from consultant.
- The budget for this assignment will be as per the procurement policy of organization and tax will be deducted as per the government policy of Nepal.

9. PAYMENT MODALITY

The payment will be made in three installments.

- 40 % payment upon signing the contract.
- 40% after completion of the field work and submission of draft video.
- 20% after the completion of final work.

10. FOR SUBMISSION

The potential and interested consultant must submit technical and financial proposal with the description of their experience, as well as a portfolio of their previous works. Following documents are expected to receive as technical and financial proposition within 10 days of date of announcement.

- Technical and financial proposal, budget, and expression of interest;
- Work plan including proposed timeline;
- CV of lead and team member
- Sample of the previous work done

It is expected that the applicant has read well and understood the Objective, Scope of Work, and requirements for proposal submission.

The technical and financial proposal should be emailed with subject line: **“Proposal for The development of Video documentary - climate change and disaster risk management”**.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The files must be sent to the dedicated email address specified.

Proposals may be submitted on or before Friday **23 April 2021** via email, to HCG Procurement Unit: procurementhcg@gmail.com.

11. Evaluation Criteria:

Firm/Consultant will be evaluated based on following criteria: The weight for technical portion of the proposal will be 70% and financial 30%. The key factors stated below will be taken in consideration during the evaluation process

- Previous work experiences in the relevant areas particularly highlighting the grassroot issues in various multistakeholders platform
- Methodological/technical aspects of carrying out the task
- Budget and Plan (consultant fees, breakdown of activity costs, timeline etc.)