

TERMS OF REFERENCE FOR CONSULTANT

TERMS OF REFERENCE - “Consultant for Video Documentary Development of LIRIC Project (Dhanusha and Mahottari Districts)”.	
Hiring Office:	ADRA-Nepal Country Office, Kathmandu
Background and purpose:	<p>ADRA Nepal is an International non-Government Organization working in Nepal to uplift the living standard of people through various projects and programs. This organisation is supporting vulnerable communities through livelihoods, health, education and emergency support in various region. Among above mentioned theme, livelihood is one of the major components which is being implemented in various districts of nation. Out of various livelihood projects, Local Initiatives to Reduce Impacts of Climate Change (LIRIC) project is one which is being implemented in Mahottari and Dhanusha districts, Madhesh Province of Nepal in technical collaboration of Rupantaran and local partner Community Development and Advocacy Forum Nepal (CDAFN). The project is being implemented since January 2020 funded by the European Union and The Austrian Development Cooperation. The main goal of the project is “To enhance resilience of poor and vulnerable communities to climate change impact” with 3 major outcomes. The project has internalised that climate change has been impacting on natural resources which ultimately influence to increase water induced disasters. Disaster has high correlation with livelihoods of vulnerable people and communities who are relied on agri-based income generation. To response/minimize the climate change related shocks and stressors, project is being working with vulnerable communities through 87 Civil Society Organizations (CSOs) in climate action and help them to create an enabling environment at local governments towards climate resilience development.</p> <p>Since 2020, project has worked in various climate change response activities like drinking water support, irrigation support in drought areas, rehabilitation of natural resources, CSOs formation and climate response action plan development, climate field school conduction etc which are both tangible supports and awareness raising activities. Further, project is also working in local levels to create a climate friendly environment. To capture those impacts, video documentary development has planned this year.</p>
Video purpose:	<p>Objective: Documentary, sensitizing, advocacy and organizational record</p> <p>Target audience: Community, donors, national tv</p> <p>Video main message: Progress made during project period</p>

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The consultant will perform following activities as a part of this consultancy work:</p> <ul style="list-style-type: none"> ▪ Desktop review of project documents and other relevant documents, interact with project team to have clear understanding of project. Based on review and interaction, prepare an inception meeting including 15 draft documentary script, methodologies, time schedule and steps to carry out documentary process. ▪ Revise and finalize the documentary script after collecting feedbacks from ADRA Nepal team. Also finalise visit itinerary in support of LIRIC project team. ▪ Visit field office, meeting with field level project team, share documentary plan/schedule, and adjust visit itinerary if required. ▪ Project team in collaboration with consultant to identify beneficiaries and other stakeholders who can give technical inputs, impact stories and other informative elements that enrich the video. ▪ Project site visit for capturing videos, photos, bites etc covering all project areas as per agreed plan by using high quality cameras and other instruments. ▪ Share overall impression/experiences to field level project team before leave to consultant's office. ▪ Editing, mixing of all collected information (video, photographs etc) by using high quality technology. ▪ Organize meetings with ADRA Nepal team to share overall impression of project, methodology used, mention if different method used than agreed and share first draft of documentary. Collect feedback from the team. ▪ Finalise documentary after incorporating all feedback received. Submit all collected information from field to ADRA Nepal
<p>Expected deliverables:</p>	<p>Following deliverables were expected from this activity,</p> <ul style="list-style-type: none"> ▪ High quality video documentary both in Nepali and English language for 20-30 minutes (covering all areas of LIRIC project's progress) will be developed, ▪ Fourteen (14) number of high quality short video documentary (5-7 minutes) on Strengthening of Civil Society Organization (CSOs) and their network, Third party financial support, School climate change/DRR education, Development of youth and women champion and mobilization, Community Based Adaption Plan, Climate field school and Climate change Adaption/resilient technologies, integrated water management technologies, Degraded land reclamation, public pond conservation, Facilitate LGs on climate resilient policies, plan and guidelines, Payment for ecosystem and establishment of weather information system. This is also in both languages. ▪ At least 20 high quality pictures and raw footages covering all dimensions of LIRIC project. ▪ Storytelling (human interest stories) are to be part of the documentary. ▪ Documentary will be broadcasted in National Television so that

	quality should be likewise.		
Duration and working schedule:	Total duration of video documentary development will be 60 working days. The assignment will be start from 1st November to 30th December 2022.		
Place where services are to be delivered:	<ul style="list-style-type: none"> ▪ Consultant's own firm and Kathmandu ADRA office for preparation and postproduction of documentary. ▪ Mahottari (Bardibas, Gaushala, Aurahi and Bhangaha) and Dhanusha (Bateshwor and Mithila) for information collection, video/photographs taken. 		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliverables	Timeline	Remarks
	Develop and submit high quality video documentary of LIRIC project to ADRA Nepal.	1 st November to 30th December 2022	(50% Advance Payment; Final Instalment Payment after final report)
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work in close coordination and collaboration with Livelihood leader, ADRA Project Coordinators.		
Supervisory arrangements:	The consultant will report to Livelihood Team leader.		
Expected travel:	Anticipated travel to LIRIC project areas for information collection including video/photographs taken will be as soon as finalised the documentary scripts. ADRA Nepal will support to consultant for visit.		
Required expertise, qualifications, and competencies, including language requirements:	The documentary development will be led by a senior professional with ample expertise, more than 2-year experience in filming, knowledge in community work and documentary sector (working in national or local television sector will be preferred). Consultant should have an expertise in various documentary development, have knowledge in proven skills in digital creative media – film and photography like pre-production, planning, filming and post production editing techniques. Camera operative experience, ability to record professional audio with lapel and shotgun mic, ability to light a scene particularly for interview, knowledge of up-to-date legislation, working practices and health/safety procedures, ability to well communicate with community, diligence about process and procedural tasks, string IT and digital skills are essential specification of consultant. In addition, understanding of child safeguarding and protection is also must.		
Inputs / services to be provided by ADRA	<ul style="list-style-type: none"> ▪ Guidance of the project and field visit 		
Evaluation Criteria	<p>A procurement committee will be formed for selection process. A set of pre-determined criteria will be set with weightage as followings,</p> <ul style="list-style-type: none"> ▪ Clearly description of proposal with methodology (30%) ▪ Experience in related field (30%) 		

	<ul style="list-style-type: none">▪ Timeline and work plan presentation (20%)▪ Financial (20%)
COA/cost	LIRIC/ADRA Supplies
Signature	
Date:	
Signature of Representative (CD)	
Date:	