

TERMS OF REFERENCE FOR CONSULTANT

TERMS OF REFERENCE - “Consultant for Video Documentary Development of PERCAV Project in Pyuthan and Rolpa Districts”.	
Hiring Office:	ADRA-Nepal Country Office, Kathmandu
Background and purpose:	<p>ADRA Nepal is working in Nepal since 1987 with the people in poverty and distress. It has diversified portfolio focusing on health, economic development, food security and emergency management with gender, good governance, education, environment, human rights and peace building as cross cutting issues. ADRA has been very active in humanitarian response projects namely post-earthquake response and recovery projects such as the distribution of food and non-food items, transitional shelter, restarting school education through temporary learning centers and associated activities, health camps, livelihood, and economic recovery through support in restarting agriculture and rehabilitating damaged irrigation scheme, health camps, and so on, etc. ADRA Nepal is active towards carrying out response and recovery related interventions to serve the needs of COVID affected families and government institutions with the support of DFAT, CFGB, Swiss Solidarity, ADRA Network and various donors.</p> <p>Promoting Economic Resilience of COVID-19 Affected Vulnerable People (PERCAV) is aligned with official guiding documents from Australia as well as Government of Nepal. The interventions designed contribute to reduce the inequalities and economic hardships faced by most vulnerable population majorly women and PWD of 400 HHs from Swargadwari Municipality and Mandavi RM of Pyuthan and Runtigadhi RM and Sunil smriti RM of Rolpa which has been exacerbated in the present context of COVID-19 pandemic situation. It intends to contribute governments to overcome the lack of resources and capacity in economic upliftment of its citizen as well as capacitate them for effective preparedness and recovery plan to overcome the COVID-19 negative impacts. The proposed project is majorly focused on Economic Recovery action of Australia’s Partnerships for Recovery: COVID 19 Development Response Plan contributing to women’s economic empowerment and gender equality. The project also contributes to Stability action of the Plan.</p> <p>The project is also consistent with “Creating the foundation for prosperity through disciplined job opportunities increment, sustainable and inclusive income level increment and reduce poverty.” It also corresponds with increasing employment opportunities and income, gender equality and women empowerment (respectful livelihoods for women, elimination of violence and discrimination, equal access to resources and opportunities) and youth (enhancing skill and capacities, create employment and self-employment opportunities). Project will align its activities to achieve the SDG 1 (End poverty in all forms everywhere), SDG 2 (End hunger, achieve food security and improved nutrition and promote sustainable agriculture) and SDG 5 (Achieve gender equality and</p>

empower all women and girls) also.

ADRA Nepal is closely working with RUDAS Nepal at Local Government of Rolpa District and FIRDO Nepal at Local Government of Pyuthan District to carry out the implementation of planned activities. ADRA Nepal will be responsible for the overall management, progress monitoring, and evaluation of the project at the field and ensure the quality and quantity of results as per the original plan. It will also provide required backstopping to implementing partners; RUDAS Nepal and FIRDO Nepal. ADRA Nepal will ensure compliances with government and DFAT's compliance standards in the project implementation, monitoring and evaluation, accountability to project participants, financial management and reporting.

Goal of PERCAV project:

The proposed project is majorly focused on Economic Recovery action of Australia's Partnerships for Recovery: COVID 19 Development Response Plan contributing to women's economic empowerment and gender equality. The project also contributes to Stability action of the Plan. This project aims to promote economic resilience of the most vulnerable population to cope with future economic shocks of poor and vulnerable people of Swargadwari Municipality and Mandavi RM, Pyuthan and Runtigadhi Rural Municipality and Sunil smriti RM, Rolpa through resilient and market led livelihood options, business development services and gender equality.

Expected Outcomes of PERCAV project:

To address the problem and achieve the project goal, the project will have three outcomes:

Outcome 1: Enhanced knowledge, attitudes and practices of COVID-19 affected population, particularly women, PWD and marginalized groups, in on-farm and off-farm enterprises.

Outcome 2: Increased awareness and consciousness on gender equality in community

Outcome 3: Increased engagement of local government in short to medium term economic recovery and emergency preparedness to reduce the negative impact of COVID-19 pandemic.

Expected Outputs of PERCAV project:

Expected outputs of the project are as:

Output 1.1: Understanding the enterprise need of project participants for self-employment

Output 1.2: Capacity building of project participants in entrepreneurship skill, enterprise development and marketing

Output 1.3: Conduction of training on technical skill-based training and providing necessary support to project participants to operate the enterprise of their choice and knowhow

Output 1.4: Facilitation in formalization of enterprises for greater access to investment

	<p>Output 1.5: Facilitation in integration of the enterprise’s product in the value chain</p> <p>Output 2.1: Strengthening leadership and decision-making skills of women entrepreneurs</p> <p>Output 2.2: Sensitization of gender equality among HHs of project participants by mobilization of women volunteers</p> <p>Output 2.3: Conduction of community gender awareness and GBV sensitization campaign</p> <p>Output 2.4: Advocate and facilitate LGs to have gender equality and social inclusion policies and programs</p> <p>Output 2.5: Provide targeted support to PWD</p> <p>Output 3.1: Facilitate to develop economic recovery plan to address the impact of COVID-19 pandemic</p> <p>Output 3.2: Collaborate with LGs to initiate establishment of climate resilient community asset</p> <p>Output 3.3: Collaborate with LGs in emergency preparedness and response to stop the spread of COVID-19 infection</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>
<p>Video documentary preparation purpose:</p>	<p>Objective: The main objective of video documentary preparation is to capture the best achievement done in the project areas and disseminating it through national media.</p> <p>Target audience: People living in the project areas and other part of nepal including donors' community.</p> <p>Video main message: Achievement done so far from PERCAV Project, and business started and operated from the support of PERCAV project</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 10 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 with support of PERCAV project team. ▪ Visit field and meeting with field level project team and partner organizations and share documentary plan/schedule and adjust visit itinerary if required. ▪ Project team in collaboration with consultant to identify

	<p>beneficiaries and other stakeholders who can give good stories and other informative elements that enrich the video.</p> <ul style="list-style-type: none"> ▪ 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 		
Expected Deliverable:	<p>Following outcomes 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 PERCAV project's progress) will be developed, ▪ Nine (9) high quality short video documentary (5-7 minutes) on Goat keeping, pig farming, poultry farming, vegetable cultivation, ginger and turmeric cultivation, Tailoring, retailer shop, fresh house, and hotel business in the project stares on both languages Nepali and English. ▪ Storytelling (human interest stories) are to be part of the documentary. ▪ Documentary will be broadcasted in National Television in relevant forum to show the PERCAV project progress. ▪ High quality photograph at least 20. ▪ Raw footage. 		
Duration and working schedule:	<p>Total duration of video documentary development will be 90 working days. The assignment will be start from 1st November to 31st January 2022.</p>		
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. ▪ Pyuthan district (Swargadwari Municipality ward no 3 and 4, and Mandavi Rural Municipality ward no 3 and 4) and Rolpa district (Runtigadi Rural municipality wad no. 3 and 4 and Sunil Smriti Rural Municipality ward no. 1 and 2) for information collection, video/photographs taken. 		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliverables	Timeline	Payment
	Develop and submit high quality video documentary of PERCAV project to ADRA Nepal and 9 short videos of different business done by the participant	1 st November to 31st January 2023	60% Advance Payment immediately after submitting the project script; 40% after the submission of final report)
Monitoring and progress control,	<p>The consultant will work in close coordination and collaboration with</p>		

including reporting requirements, periodicity format and deadline:	Livelihood Team leader, and PERCAV Project Coordinators.
Supervisory arrangements:	The consultant will report to PERCAV Project Coordinator.
Expected travel:	Anticipated travel to PERCAV 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, experience in research, 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 label 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>Firm'/individual consultant's qualification and experience, understanding of ToR based Technical and financial proposal are key criteria for selection. The selection process will be carried out by following ADRA Nepal procurement and financial policy.</p> <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%) ▪ Timeline and work plan presentation (20%) ▪ Financial (20%)
COA/cost	PERCAV project budget heading 2.3.1.1
Signature	
Date:	
Signature of Representative (CD)	
Date:	