

**TERMS OF REFERENCE FOR CONSULTANCY**

<b>TERMS OF REFERENCE - "For production of video clips to document the best practices and lessons learnt in vaccine promotion and women's health issues.</b>	
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.</p> <p>ADRA Nepal has been working closely with government to provide essential aid and support during the COVID-19 emergency which included support in the initiative of door to door vaccination campaign. Additionally, ADRA has also been advocating for women's health and providing support for women affected by pelvic organ prolapse and cervical cancer.</p>
Video documentary preparation purpose:	A video clip capturing these efforts will be useful in highlighting ADRA's contributions and the impact of their work. It will also help in creating awareness about the need for continued support for COVID response and women's health and encourage more organizations and individuals to come forward and contribute.
Scope of work:	<p>The consulting agency will perform following activities as a part of this consultancy work:</p> <ul style="list-style-type: none"> <li>▪ Discuss the technical proposal with technical team of ADRA Nepal to finalize script, methodologies, time schedule and steps to produce the final video clips.</li> <li>▪ Visit field and meeting with field level project team and partner organizations and share documentary plan/schedule and adjust visit itinerary if required.</li> <li>▪ Project team in collaboration with consultant to identify beneficiaries and other stakeholders who can give good stories and other informative elements that enrich the video.</li> <li>▪ Project site visit for capturing video clips, bites etc by using high quality cameras and other instruments.</li> <li>▪ Editing, mixing of all collected information (video, photographs etc) by using high quality technology.</li> <li>▪ Organize meeting with ADRA Nepal to share the draft of video clips and edit clips as per the feedbacks from the technical team.</li> <li>▪ Finalize video clips after incorporating all feedback received. Submit all collected information from field to ADRA Nepal</li> </ul>
Deliverable:	<ul style="list-style-type: none"> <li>• Two video clips, each video not exceeding 5 minutes.</li> <li>• The video clips shall be in English narration and subtitle and sign language interpretation as per need.</li> <li>• Raw clips taken during the process.</li> </ul>
Duration and working schedule:	Total duration of video documentary development will be 20 working days and the assignment will be started after signing the contract.

Payment	60% Advance Payment immediately after submitting the video clip scripts. 40% after the submission of final clip
Monitoring and progress control, including reporting requirements and deadline:	The consulting agency will work in close coordination and collaboration with the technical team of health in ADRA Nepal.
Supervisory arrangements:	The consulting agency will report to the Technical Advisor in ADRA Nepal.
Expected travel:	Anticipated travel to Madhesh Province. Districts suggested are Sarlahi and Dhanusha. However, the districts will be finalized with mutual understanding between ADRA Nepal technical team and the consulting agency.
Required expertise, qualifications, and competencies	<ul style="list-style-type: none"> <li>• Sound knowledge and skills on videography and editing of video clips.</li> <li>• Experience of working with I/NGOs and development agencies.</li> <li>• Equipped with the camera and other accessories required for the assignment.</li> <li>• Company registration documents with at least 5 years of experience.</li> <li>• VAT registration documents.</li> <li>• Tax clearance documents (2078/2079).</li> <li>• Company profile with team details and CV of team leader.</li> </ul> <p>In addition, understanding of child safeguarding and protection is also must.</p>
Inputs / services to be provided by ADRA	Guidance for the script and coordination with partner agency to facilitate field visits and local coordination.
Evaluation Criteria	<p>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"> <li>• Financial proposal 30%</li> <li>• Technical Proposal 30%</li> <li>• Work experience 15%</li> <li>• Work plan 15%</li> <li>• Gender equity in team 10%</li> </ul>
COA/cost	WISH Project budget heading 4.6.1