**Term of Reference (ToR) for**

**Consultancy Services for Video Documentary Production and Capacity building to Girls and Boys for Video Documentary Production on Safe Schools and Disaster Risk Reduction for *“Strengthening Community Resilience to Disaster through Safe School Initiatives in Sunsari Project”***

1. **Background**

An average 700 thousand people have lost their lives and more than 1.5 billion people have been affected by disasters in last decade, in which women, children and people in vulnerable situations are disproportionately affected (UNISDR, 2015)[[1]](#footnote-1). Nepal, having vast variation in geography and climate, was classified as a global ‘hotspot’ by World Bank in 2005. More than a dozen of disasters occur consistently in Nepal, where above 90% of the population are facing two or more hazards with an average of 500 disaster events each year according to MOHA (2009)[[2]](#footnote-2). The report on earthquake of April 25th, 2015 showed the higher rate of female causalities (55% of nearly 9,000 deaths) due to gender related issues and roles. In addition, more than 19,000 classrooms were completely damaged and additional 11,000 classrooms were partially damaged. During disasters, the underlying gender inequalities in society often exacerbate the impacts on girls and women, demanding unique needs during disasters’ times. On the other hand, the power structures in society have a synergetic impact on loss of women lives. Therefore, DRR or interventions for resilience should also promote gender equality for long-term resilience. Sendai Framework for Disaster Risk Reduction (2015-2030)[[3]](#footnote-3) has realized and adopted 'Safe School Framework' as successful and well-targeted initiatives for disaster risk reduction. Department of Education has prepared School Sector Development Plan (SSDP) with three strategic priorities including school safety and DRR as a priority action.

Children are always in front of severe impacts by disaster, because they have limited knowledge, skills, experience, and physical strength in comparison with elderly people in similar risk regimes. Under situation of gender inequalities and children needs, Plan International Nepal has adapted a Girl’s Resilience as a strategic area and FORWARD Nepal has long partnership with Plan International for welfare of children especially girls. Hence a project entitled “*Strengthening Community Resilience to Disaster through Safe School Initiatives in Sunsari Project”* is being with the goal “Girls and boys in the most at risk communities in Sunsari, Nepal have equal access to safer education and learning environment that minimizes the impact of disaster and promotes gender equality”. Therefore, this term of reference has been developed to invite qualified consulting firm to produce informative videos on the gender transformative climate resilient safe schools and communities with active engagement of children in the process of developing script and video with strong message focused on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA).

1. **Goal and Objectives of Project**

**Goal:** Girls and boys in the most at risk communities in Sunsari, Nepal have equal access to safer education and learning environment that minimizes the impact of disaster and promotes gender equality. To achieve mentioned goal, the following project objectives have been set.

**Objective 1:** To improve disaster preparedness of key stakeholders such as students, girls, teachers, community and local authority, so that they can enable to address right to education and protection of girls and boys in disaster vulnerable communities.

**Objective 2:** To prepare and share good practices and lessons learned on gender transformative Safe School initiatives among key stakeholders and beyond

**Objective 3:** To support local governments and schools for effective implementation of National Safe Schools Policies/guidelines.

1. **Project area and Targeting**

The project covers five schools and its catchment, which falls in two municipalities of Sunsari district. The project will also help both municipalities on DRR and Safe School through local government’s policy formulation. Out of five schools, 4 schools are secondary and one school is basic school (i.e. up to 8 classes). The details of schools are given in table 1.

The project has targeted 1,432 people including 75 teachers, 767 girls and 665 boys. In this regards, 50% reservation will be ensured for girls in the project activities. Girls are promoted to lead in safe school initiatives in the project area, which lead to strengthen community resilience. *Dalit, Janajati* and disabled people will be given special privilege in the project. The working area of these project are:

* Ramdhuni Municipality Sunsari
* Barahakshetra Municipality Sunsari
1. ***Objective of the consultancy services***

FORWARD Nepal has expected from consultancy firm to produce informative videos on the gender transformative climate resilient safe schools and communities with active engagement of children in the process of developing script and video with strong message focused on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA). In this regards, the consulting firms must focus to:

* Produce Six short informative awareness raising videos (not more than 5 minutes each) two each- one showing the impact and measures of adaptation and mitigation and the other focusing on the gender transformative and inclusive DRR and CCA measures for three different types of hazards (2 Videos\*3 Hazards).
* Produce one Photobook of 20 pages consisting of high quality photographs demonstrating active engagement of children in the activities to strengthen Disaster Risk Reduction and Climate Change Adaptation to enhance resilience and awareness.
* Conduct three workshops (3 days each) for brainstorming the issues and prepare story line and scripts of the short video stories with active engagement of children (girls and boys) in the project areas. The workshop should facilitate to produce six informative videos as the final product. These workshops should be focused on developing skills of children and engaging them to develop scripts, participate in the production of videos and share informative awareness on hazards, disaster, gender transformative and inclusive disaster risk reduction and climate change adaptation and safe school which should all be incorporated in the video to be produced.
1. ***Scope of work***

Under the guidance of the Communication of Plan International Nepal and Project Coordinator/FORWARD Nepal and Plan International Field Office Itahari, the consultant will develop the above mentioned communications materials agreeing the Safeguarding Policy and Code of Conduct of Plan International.

Content should be prepared reviewing project documents, visiting the spot, meeting project team in consultation with Project Coordinator.

1. ***Targeted audiences for both the product:***
* Children and young people
* General Public
* Schools- Students, Teachers and Parents
* Local and Central Level Government Authorities
* Policy makers
* Donor agencies
1. ***Methods:***
* Gather information on the goals, objectives and interventions of the project through active discussion with the project team.
* Visit the project sites in Sunsari and interact with the stakeholders at school, community and local authority and identify knowledge gaps on hazard, disaster, disaster risk reduction, gender issues and measures of adaptation and risk reduction that can be highlighted in the videos which will help in mass awareness and knowledge building.
* Identify the knowledge/awareness gaps in the prioritized hazards following the Vulnerability and Capacity Assessment (VCA). This should be done in the workshops where the consultant is expected to facilitate the sessions through engagement of children in the gap identification process, development of messages to be delivered through video materials to address those gaps, identify issues related to girls and Disaster Risk Reduction (DRR), girls in emergencies and measures to address, adapt and mitigate those issues.
* Production of high quality photos and videos that are to be prepared through engagement of children. This should be done during the workshops where the children will come up with issues, scripts, powerful messages and measures for gender transformative disaster risk reduction. The consultant is expected to facilitate these workshops efficiently and enhance the capacities of children and encourage engagement and participation of children. These videos should also capture the actual program intervention areas like the schools and communities.
* The verification of message by consulting government stakeholders, Plan International Nepal and others if relevant and production of the video learning material that can be used throughout the country for awareness raising.
* Any other creative methods that will help to gather the facts/stories and information
1. ***Final Deliverables***
* The main outcome of the consultant’s work is to direct, edit and produce six short videos engaging the girls and boys (not more than 5 minutes long each) on hazards, disaster, gender transformative and inclusive disaster risk reduction and climate change adaptation and safe school under SCRSSI Project.
* A final design / layout of a photobook that contains 20 pages highlighting the impact of the project, success and key learning.
	1. ***Six Short Videos:***

The six short videos should be based on the three main hazards identified during Vulnerability and Capacity Assessment (VCA) for the schools and community by engagement of children. It should incorporate knowledge on the hazards, the potential threat, risk and vulnerabilities and the measures of preparedness and resilience through disaster risk reduction and climate change adaptation which can be adopted for mass awareness and knowledge sharing video for children and young people and other stakeholders. Three of the six videos should focus on the hazards identified but should primarily take gender and inclusion issues and greater risks due to intersectionality to these hazards such that the videos will incorporate gender transformative and inclusive approach to disaster risk reduction and climate change adaptation knowledge and information.

These short videos should provide information and skills to be applied during any the emergencies associated with each of the hazard areas. The videos should be youth led promoting the gender transformative messages and should be presented in a creative way. These videos should be around 3-4 minute maximum in length with English subtitle. Appropriate graphics needs to be added in the videos.

***6.2 Photo book:***

The photo book should contain high quality photos with stories of achievements. It should describe the project activities in all schools and communities where the project is in operation. There should be minimum 75 top photos that describes the project outcome in all schools and communities. The picture should show the empowerment of the ambassadors, positive and vibrant and action shots instead posed. The photo should also highlight/show the project work with government, local actors, teachers, and young people (adolescents) and over all achievements of the project.

* Draft an outline for the photo book as prescribed size
* Suggest the tentative table of contents and craft the text for the book in coordination with project coordinator.
* Capture the photos as required by the book content
* Design the book, size for the photo book: A5 size with total 40 designs including photos and graphics.
* Colour; multicolour (high quality print)- Matt Lamination
* Languages; English and Nepali (in same publication)
* 300 copies print

Translation into Nepali language will be required once the content will be finalised in English. The final and approved copy of the design file should be submitted to the Plan International Nepal Office.

1. ***Time frame and estimated working days***

It is expected that the assignment will commence in January 2010 and will be completed by December 2020.

**The assignment should follow the following timeline for the completion.**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date** | **Est. No of work days** |
| Call for proposal from expert consultants and selection of consultant |  |  |
| Finalization of proposal and agreement  |  |  |
| Meeting with technical team, discussion and preparation (script submission to Plan International Nepal)  |  |  |
| Consultant visit to field with photographer and videographer and Meeting and interview with Plan field partner and child Ambassadors for Video work |  |  |
| Post Production of Videos and a photobook |  |  |
| Feedback incorporation  |  |  |
| Submission of final document (Videos, and Photo Book  |  |  |

1. ***Consultant’s Qualifications and experiences***
* The consultant team should have at least 7 years of work experience of producing information education and communication materials both printed and videos, especially about safe school, participatory video production.
* The team should have sound knowledge about participatory video making process and would be an asset for prior experiences
* Good understanding about the issue of Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA), resilience and safe school.
* Demonstration ability (through previous similar assignments) to analyze, compile and synthesize information in coherent and succinct formats.
* Excellent knowledge, experiences and skills in producing documentary, short videos for diverse audience.
* The team should have a professional photographer, designer and proficient content writer and English and Nepali language editor and should be an asset if there is prior experiences on the similar task.
* The professional photographer must have knowledge in selecting the best photos, editing and writing the short and simple and catchy captions in each photo.
* Able to coordinate with Plan's field team and its partners to produce materials as indicated.
* The team should have proven ability in producing videos for global audiences (send the copies for reference if any)
1. ***Supervision***

The Program Coordinator- Plan International Nepal and Project Coordinator- FORWARD Nepal will supervise the overall process of the production and be the first contact for the selected consultant team. The consultant team will work closely with the Project team, especially with communication team of Plan International Nepal, SCRSSI Project Coordinator, and other relevant programme colleagues.

FORWARD Nepal relevant staff will accompany with the external consultant to make more productive fieldwork.

1. ***Details of contact persons***

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Office** |
| Pooja Shrestha | Program Coordinator | Plan International Nepal |
| Lok Bahadur Khadka  | Project coordinator  | FORWARD Nepal |
| Shree Ram KC | Communication Manager | Plan International Nepal, Country Office |

1. ***Payment***

The consultant should submit the total budget in the proposal with detail breakdown including applicable taxes. 40% amount will be paid immediately after signing of the agreement, and 60% will be paid after the approval of final product. The final product will be reviewed by Plan International Nepal.

1. ***Bidding Process***

The competent Nepalese organizations with expertise on above mentioned areas should submit technical and financial proposal for the consultancy, separately. The financial proposal will be opened if the technical proposal is strong as per the requirements and if meets the legal requirements.

The applicants will be provided with:

* Détails of the Project activités.
* Terms and Conditions.

The tender document and ToR can be obtained upon written application to info@forwardnepal.org

Applicants will be required to submit:

1. Profiles of the consultant with CVs
2. Previous work sample - 2
3. A short proposal - 1
4. ***Evaluation and Award of Consultancy***

FORWARD Nepal and Plan International Nepal will evaluate the proposals and award the assignment based on technical and financial feasibility. FORWARD Nepal and Plan International Nepal reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest, or any bidder. Only successful bidders/applicant will be contacted.

1. ***Rights to Copyright***

The produced materials shall be the absolute property of Plan International Nepal and ownership shall automatically vest in Plan International so all the copy right will be with Plan International Nepal. Materials collected during the field trip cannot be used by any other parties other than Plan International. The consultant irrevocably and unconditionally waives in favor of Plan International any moral rights that may exist in any of the works or materials, provided that Plan International Nepal uses all reasonable endeavors to ensure that the consultant (videographer, photographer is credited in all appropriate uses of a photograph provided as part of the service, provided that Plan International shall not be in breach of contract if credit(s) are accidentally omitted.

1. ***Selection criterial for hiring a consultant:***

|  |  |  |
| --- | --- | --- |
| **S.N.** | **Description of Item** | **Full Score** |
| 1 | Relevant Work Experience of the Consultant and Team  [Past Performance] | 20 |
| 2 | Proposed Methodology and Tools realistic and relevant [Technical Approach]i.e. tools and equipment’s; camera, process | 30 |
| 3 | Time frame | 10 |
| 4 | - To what degree does Offeror understand the task?- Have the objective(s) of the SOW been addressed in sufficient detail? | 30 |
| 5 | Relevant Academic Qualification and Work Experience of the Core Team Members of Consultant | 10 |
|  | **Total  Score** | 100 |

1. **Cost and Payment Max 1 paragraph.** State in narrative how the consultant will be paid including the instalments relate this to delivery of the outputs if required. Detailed breakdown of total costs on a separate sheet. (This section is mandatory)
1. UNISDR, 2015. *Sendai Framework for Disaster Risk Reduction 2015-2030*. [↑](#footnote-ref-1)
2. MOHA, 2009. *National Strategy for Disaster Risk Management, 2009.* [↑](#footnote-ref-2)
3. UNISDR, 2015. *Sendai Framework for Disaster Risk Reduction 2015-2030*. [↑](#footnote-ref-3)