

CALL FOR PROPOSAL

PRODUCTION OF PROJECT DOCUMENTARY VIDEO

Mode of assignment: Production of Project Documentary of Project

Duration of consultancy: 09 days (starting from the signing of contract)

Requested documents: Prospective individuals/ firms should provide a CV/ profile detailing their relevant skills and experience. The overall package must have following documents:

- Cover letter (Maximum 2 pages clearly demonstrating the suitability of applicant for stated assignment)
- Updated profile of the individual Consultant or a Firm supported with resume of Chief Consultant and maximum of other 3 key team members (Maximum 3 pages each)
- Proposal including cost of assignment covering all expenses (Maximum 4 pages)
- One example of previous similar work. Enclose hard copy of final deliverable or submit soft copy on USB/ CD.

Instructions to be followed:

- All documents must be forwarded through postal service only. Please clearly write ‘**Proposal for production of Project Documentary UTHO BOLO**’ on sealed envelope.
- Please fold details of cost of assignment in a separate envelop to send along with other documents.
- Please send your proposals to Director Monitoring Evaluation and Research (MER), Rahnuma Family Planning Association of Pakistan, 3 A Temple Road, Lahore, 54000.

Note: Rahnuma FPAP reserves the right of disqualifying proposals with pages more than above mentioned numbers and/or if any of the above instruction is not followed adequately. Proposals sent through an email will not be considered for shortlisting.

Shortlisted consultants may be required to undertake a telephone or Skype discussion before finalization of decision.

Deadline for the submission of proposal: 2nd November, 2020

Expected date of initiation of consultancy: 9th November, 2020

Consultancy Fee: PKR 600,000/- (six hundred thousand only)

Payment schedule: 30% advance payment will be made on signing of contract for the proposed assignment as first installment. Remaining 70% will be paid upon satisfactory submission of finalized deliverables approved by Rahnuma-FPAP.

All payments shall be made to the Consultant through cross cheque in Pak Rupees after deduction of Withholding of Income Tax, i.e.:

- i) For individual, 10% in case of Filer and 20% in case Non-Filer
- ii) For Companies, 8% in case of Filer and 16% in case Non-Filer

And, Withholding of Sales Tax i.e. 16% on services as per Law of Punjab Revenue Authority (PRA). The above rates may change if there is any amendment in tax rates by PRA & Federal Board of Revenue (FBR).

Liaison person from Rahnuma FPAP (R-FPAP):

Director Monitoring Evaluation and Research, Rahnuma FPAP, 3-A Temple Road, Lahore Phone: (042) 111 22 33 66, Ext. 323. Direct line: (042) 3636 1583. Email address: asifa@fpapak.org

Background

Get Up, Speak Out is a unique and strong concept that tackles several levels at once. It focuses on strengthening the individual capacity of young people and at the same time improves the (availability of) sexual and reproductive health services and referral system to these services.

Focusing on:

- Life Skills Based Education (LSBE)
- Sexual and Reproductive Health and Rights (SRHR)
- Meaningful Involvement of Young People
- Partnerships

Study location

Lahore and Karachi

Purpose of assignment

The overall objective of the assignment is to produce 10 minutes project documentary (video report) highlighting best approaches, best practices, achievements, outreach, and real impacts in the project focal areas.

Expected target audience of this video is: Project Partners i.e. Idara Taleem-o-Aagahi (ITA), Blessing Welfare Association (BWA) and Rahnuma Family Planning Association of Pakistan (Rahnuma FPAP); Youth Networks, Donors, Government Officials, Other relevant CSO's, and Direct and Indirect Project beneficiaries.

Support from Rahnuma FPAP

Following is the support extended by Rahnuma FPAP:

- To provide necessary guideline while developing an idea of documentary and contribute in defining details of story board.
- To connect the consultants with other implementing partners including BWA and ITA.
- Hold inception meeting of the consultant with implanting partners.
- To remain available for discussions/ inputs during the course of assignment
- To remain available for timely feedback for improvement to ensure completion of assignment within committed time frame.

Role and responsibilities of the Consultant

The consultant will be required to do the following:

- Attend inception meeting for understanding of Utho Bolo project and nature of contribution of different partners in the project.
- Develop documentary outline, script and story board to be used in development of the documentary (video report). Share with Rahnuma FPAP for input.
- Interview selected participants for the documentary from donor organization, implementing partners and project beneficiaries.
- Travel to Lahore and Karachi for appropriate video filming and shoot interviews
- Add into the main documentary the recording/ clips of ongoing project activities such as team meeting, event etc.
- Present draft documentary after adding subtitle in English to staff at Rahnuma FPAP for review and sharing comments.
- Produce final documentary (video report).
- Arrange equipment needed for the completion of task (purchase of equipment is not allowed to budget for this assignment).
- Cost of travel and accommodation during entire course of assignment will be managed by the Consultant including visiting Rahnuma FPAP office and travel between Lahore and Karachi. Rahnuma FPAP will not reimburse any additional financial support.

Deliverables

- Submit draft storyboard and script for the documentary for review by Rahnuma FPAP.
- Submit finalized storyboard and script for approval before filming.
- Present draft documentary and human stories for comments.
- Produce an edited version of video recording of the scenarios captured, and footage of recorded stories.
- Provide the master file of all the shoots
- Present a complete 10 minute documentary
- Extract and present short version of 3 minutes of highlights from finalized documentary film.

Final deliverable by the Consultant

Submit three soft copies of finalized ready to present high definition 10 minutes and 3 minutes documentary videos.

Qualification and experience of the Consultant

The consultant will be required to have the following:

- More than 5years experience working in producing development work related documents for publication and/or documentaries for national and international organizations with the aim of reaching both local and international audiences
- Excellent technical capacities (state of the art filming equipment such as drone camera preferably high definition and gimble) to ensure smooth and high-quality production.
- Experienced and qualified team for shooting, editing, audio, mixing, voiceover, graphics etc.