

CALL FOR PROPOSALS

Video Documentary on Humanitarian Capacity Development Center (HCDC) Project

Mode of assignment: Development of video documentary by Lead Consultant in Pakistan

Duration of consultancy: 30 working 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)
- Submit soft copy of one example of previous similar work.

Instructions to be followed:

- All documents must be forwarded through postal service only. Please clearly write '**Video Documentary**' 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, Pakistan 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: 16th August, 2022

Expected date of initiation of consultancy: 24th August 2022

Payment schedule: 30% advance payment will be made on signing of contract for the proposed assignment as first installment. 30% will be paid on the receipt of 1st draft of deliverable (Script & Story Board) while remaining 40% payment will be made 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 as per Law of Government of Pakistan.

Liaison person from Rahnuma FPAP (R-FPAP):

Please direct your queries and submit proposal to 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

Introduction

Rahnuma FPAP is an affiliate Member Association (MA) of International Planned Parenthood Federation (IPPF), working in Pakistan as a national organization since 1953. It has been extending family planning (FP) and reproductive health (RH) information and services across all four provinces, Gilgit Baltistan and Azad Jammu & Kashmir (AJK) through a network of its own service delivery outlets and through collaboration with public and private sector.

Background

Humanitarian crises across the globe now affect more people and last longer on average than ever before. More resources are required so that aid workers can reach all vulnerable people most in need. As per data available, 16.2 million people were newly displaced by conflict and violence in 2017 alone-this amounts to 44,000 people being forced from their homes every day. An additional 18.8 million people were displaced by natural disasters. Furthermore, nearly 70 million people across the world are currently displaced, most of them within their own borders. In addition, an estimated one in five women refugees has experienced sexual violence. Over years, IPPF have scaled up reproductive services and information provided to people in disasters and conflict-affected settings from 1.3m in 2013 to 3.2m in 2016. In sync with IPPF's Strategic Framework 2016-2022, its FP 2020 commitments and commitments made at several other forums, it is critical that it works for SRHR in crisis.

Project goal

To set up and implement IPPF's Humanitarian Capacity Development Centre (HCDC) to build relevant expertise and capacity among MAs and collaborative partners in 06 high-risk countries (Burundi, Burkina Faso, Central African Republic, Sudan, Yemen and Maldives, one lead (Pakistan) one co-lead (Uganda) and Humanitarian Hub (London).

Purpose of producing documentary

The purpose of this assignment is to produce 25-30 minutes documentary on humanitarian settings with a focus on presenting impact of HCDC project to build relevant expertise and capacity among different member association of IPPF and other collaborative partners.

Project target locations

The HCDC project is being led by Rahnuma Family Planning Association (R-FPAP) of Pakistan and its Co-Lead is Reproductive Health Uganda (RHU), however it is being implemented in 06 disaster prone countries in collaboration with 6 IPPF Member Associations (Burundi, Burkina Faso, Central African Republic, Sudan, Yemen and Maldives).

RESPONSIBILITIES

Responsibilities of Pakistan based Lead Consultant

The lead consultant in Pakistan will lead assignment as per below details;

Physical Interviews/video production: With R-FPAP team based at Lahore Pakistan

Online Interviews/video production: with stakeholders based at London, Uganda

Lead Consultant will be hired from Pakistan who will be overall responsible for Developing Global Video Documentary. Keeping in view the nature of documentary of Member Associations (MA's) work based in different countries, it is desired to hire a Local Support Consultant cum Videographer in each MAs to conduct interviews and shoot the video clips.

Hiring of Local Support Consultant cum videographer will work under the guidance of Lead Consultant. Minimum standards and guidelines will be produced by the lead consultant for hiring the local support consultant. Each applicant for local support consultant will share his/her work experience in the form of minimum 03 video clips from his/her previous work. Lead consultant will review these video clips of each applicant for selection of most appropriate local support consultant at each Member Association (MA).

Lead consultant will draft guidelines and standards for HCDC documentary video clips at each MA level that will further be shared with local MA focal person to communicate to the local consultant who will shoot the required video clips for documentary.

The script of global documentary will be drafted by lead consultant that will be reviewed and finalized by HCDC Program and monitoring team. Lead consultant will conduct online interviews of Humanitarian Hub team and physical interviews of FPAP concerned team members.

The Lead Consultant will be responsible to:

- Attend inception meeting for gaining deeper understanding of consultancy assignment and desired deliverables.
- Submit draft of script for entire documentary development, video outline, activity plan, documentary tools and other details after inception meeting with the R-FPAP for input and mutual agreement.
- Share finalized video outline and other working modalities for reference during the remaining course of assignment.
- Facilitate on-line orientation meeting with selected consultants from MAs.
- Utilize own equipment for recording, editing and finalization of documentary.
- Coordinate with Project Coordinator during entire duration of the project for proper coverage of project events and identification of interviewees.
- Carry out video recording with R-FPAP, IPPF Humanitarian Hub, and MA Uganda staff and stakeholders.
- Develop guidelines for hiring local support consultants at each priority MA
- Suggesting the best clips from videos produced by each MA for ultimate editing and mixing for producing 25-30 minutes video.
- Video editing and mixing of all video documentaries received from MAs.
- Submit advanced level well-edited draft version of 25-30 minutes documentary to R-FPAP for its input within given time frame.
- Produce documentary in English language and English sub-title in readable text color and font size onto the documentary.
- Finalize 25-30 minutes documentary after incorporating all comments and suggestions by R-FPAP.
- Produce sub-set (short version) of finalized version edited to around 10 minutes video documentary.
- Finalize short version of documentary with English Language and English sub-titles.
- Submit both versions of documentaries to R-FPAP.

Responsibilities of Consultants from 6 MAs

Following is the broad outline of local Consultants hired at 6 MAs, however Pakistan based Lead Consultant shall be communicating them the detailed work modalities and video specifications; which would be the following:

- Conduct interviews with MA staff and other proposed stakeholders.
- Identify success stories of the project in consultation with MA staff.
- Conduct the MA level interviews and shoot video clips.
- Submit around 10 minutes video clips with the Lead Consultant in Pakistan after incorporating feedback from the staff of their respective MA.

Support from Rahnuma FPAP

Following will be provided by Rahnuma FPAP:

- Hold inception meeting with the Lead Consultant for project orientation, finalization of activity plan, deciding timelines and other related work modalities.
- Share work plan of the project stating activities at different locations to facilitate the Consultant in planning project activities.
- Facilitate Consultant in identification of individuals for recording interviews in Pakistan, Uganda and London.
- Share interviews and recording protocols including developing consent form to be signed by individuals to be included in the documentary.
- Facilitate and guide in developing interview tools.
- Provide feedback on story board and share comments on draft version of documentary for improvement.
- Remain available for multiple rounds of discussions and reviews of draft story board and video clips to ensure high quality content produced as per agreed terms and conditions.
- No equipment will be purchased, provided or reimbursed by R-FPAP for this assignment.
- Rahnuma FPAP will not be responsible of any additional cost incurred in producing committed deliverables unless agreed and documented by both Parties.

Important to note

A 25-30 minutes documentary must start with introduction of IPPF, R-FPAP, RHU (Uganda) and 06 MAs. The documentary must have clips of staff stating their feedback, comments and voices, stakeholders and community members/beneficiaries of all project locations. Furthermore, experience sharing by key stakeholders from line departments/ INGOS/ UN Agencies must be added in the story board for adequate coverage in the documentary.

Expected deliverables

- Submit detailed work plan as per decisions in the inception meeting.
- Submit draft outline of video documentary for review and input by R-FPAP.
- Submit finalized outline for approval by R-FPAP before conducting interviews/filming.
- Present two documentaries of 25-30 minutes and a short version of 10 minutes with original voices and English subtitle for feedback from R-FPAP.
- Submit revised finalized version for approval by R-FPAP.
- Hand over 04 master copies of high resolution documentary videos in USB/DVD as final deliverable.

Qualification and experience of the Consultant:

The consultant will be required to have the following:

- At least 5 years' experience in producing development work related documentaries for national and international organizations with the aim of reaching both local and international audiences.
- Demonstrate deep understanding and sensitivity of fragile humanitarian settings.
- Experienced and qualified team with its own working space/setup of shooting, equipment for editing, mixing, voiceover, graphics etc.
- Equipped with state-of-art technical filming equipment including preferably High Definition (HD) and Gimble etc. to ensure smooth and high-quality production.
- Able to carry out basic search of gathering facts for adding meaningful subject background and statistics with meaningful interpretation in the documentary.
- Able to produce 3D video of HD quality.
- Able to add sub-title throughout documentary in English language.