

**Terms of Reference (ToR)**  
**to produce a video for advocacy activities under**  
**Prayaas Project**

<b>Host Agency</b>	: Geruwa Gramin Jagaran Sangh (GERUWA)
<b>Supervision</b>	: GERUWA and Tdh Technical Team
<b>Contract Type</b>	: Individual/Firm
<b>Duration</b>	: 45 days
<b>Starting Date</b>	: 15 October 2020
<b>Location</b>	: Bardiya, Nepal

### **1. Context**

With financial support from Solaqua Foundation, Terre des hommes Foundation (Tdh) in partnership with GERUWA has been implementing **Prayaas** project in Bardiya district since August 2018. The objective of the project is to improve water quality, sanitation and hygiene situation in Health Care Facilities (HCFs).

Within the project, GERUWA/Tdh aims to develop a video on the importance of WASH in HCFs and usefulness of WASH FIT tool to sensitize government authorities (municipal and provincial) to invest resources for the improvement of WASH in HCFs. The ultimate objective is to influence municipal and provincial authorities for the prioritization and resource allocation on WASH in HCFs and encourage the use of Water and Sanitation for Health Facility Improvement Tool (WASHFIT) as an assessment and planning tool for the continuous improvement of WASH status in HCFs.

### **2. Objective of the assignment**

This assignment aims to highlight the need and importance of investment in WASH in HCFs, achievement of ongoing SAFA Water project and usefulness of WASH FIT through production of a high-quality video for the purpose of dissemination during coordination and advocacy meetings with the government and other relevant stakeholders.

**3. Target audience:** The primary audiences are government (municipality and provincial) authorities. Similarly, development professionals, donor agencies are the secondary audiences.

### **4. Methodology/Activities**

- Desk review of relevant documents/publications of GERUWA/Tdh and consult with project team to gain understandings of project activities and advocacy efforts.
- Prepare inception report (demonstrating understanding about the work) covering how the objectives will be met along with the outlines of the proposed methodology and activities; share and update as per comments received from project team
- Prepare a storyline, main content, script and consult with GERUWA/Tdh team to finalize.
- Visit project sites in coordination with GERUWA.
- Rapport building with Municipality, Health Care Facility staff, patients etc. to take footage and images with their pre-consent.
- Interview with various actors such as beneficiaries/ patients, health workers, staff of the health office, municipalities, ward etc. including elected representatives.

- Prepare outline of what will be prepared share and update as per suggestions
- Capture high quality photographs and video clips to develop the video of the advocacy activities.
- Incorporate feedback and suggestions provided by the GERUWA/Tdh team.
- Final editing, sound mastering and putting subtitle in English.
- GERUWA/Solaqua/ Tdh's branding, visual making and visibility requirements will be taken care of and considered.

## 5. Deliverables

- **15 still photos**
- **High definition video (4-5 minutes)**
  - Video script/story writing in consultation with GERUWA/Tdh
  - Subtitle in English
  - Separate media file format: one for computer and one for smartphone
  - All footage

## 6. Time Frame

- Field activity in Bardiya: 5 days
- Deadline to submit pre-final version: 13 November 2020
- Final product delivery: 25 November 2020

## 7. Payment

Payment will be made after the approval of the final video by GERUWA/Tdh.

## 8. Financial proposal

Please provide your financial proposal in the given table below.

S.N.	Human resource and logistics	Quantity	Rate	No. of days	Total amount (in NPR)
<b>1. Remuneration for key individuals</b>					
1.1	Team Leader/ Director	1			
1.2	Camera Person	1			
1.3	Editor	1			
<b>2. Production cost</b>					
2.1	Desk review of project documents, relevant reports, consultation with the project staff)				
2.2	Equipment (Camera, sound etc.)				
2.3	Translation, narration, recording cost				
<b>3. Logistics</b>					
3.1	Food				
3.2	Accommodation				
3.3	Transportation				
Sub-total Cost					
13% VAT					
Total Cost					

## **9. Logistic support**

GERUWA will facilitate field visits while the consultant will manage transportation, food and accommodation during field activity.

## **10. Terms and Conditions**

- GERUWA reserves the right to accept and reject any proposal without giving any verbal and /or written rationale.
- All photographs and videos produced during the assignment will be treated as GERUWA/Tdh's property & cannot be reproduced without their permission.
- The consultant should not expose children or any stakeholder to any risk of harm or abuse. The consultant must sign and abide by the Child Safeguarding Policy and other applicable policies.

## **11. Evaluation criteria**

Individuals/firms submitting proposals in given deadline will be selected for evaluation process. The consultancy individual/firm will be evaluated as mentioned indicators;

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|---|------------------|
| a. Organizational strength                              | <b>10 points</b> |
| b. Working experience of technical team based on resume | <b>30 points</b> |
| c. Submission of sample videos/ related work            | <b>30 points</b> |
| d. Financial Proposal                                   | <b>30 points</b> |