



## **ARCHDIOCESE OF LILONGWE**

### **SPECIFIC TERMS OF REFERENCE (TORs)**

#### **PRODUCTION OF END-TERM DOCUMENTARY FOR A+ PROJECT**

##### **1.0 Background**

Catholic Development Commission in Malawi of the Archdiocese of Lilongwe (CADECOM Lilongwe) is a faith-based not-for profit Organization whose mission is to create awareness and empower disadvantaged women, men and the youth to undertake development, which is integral, gender and environmentally sensitive, sustainable and which promotes justice, human dignity, and self-reliance with the active participation of the people themselves so that they take up the responsibility of their own destiny. With funding from Caritas Australia and Australian Government, CADECOM Lilongwe has been implementing an integrated community development project (A+) in Dowa district, Central Malawi. The project aims to:

- ◆ To support marginal communities to enhance their quality of life by adopting a Strengths Based Approach to improve food security and access to water, sanitation and hygiene services.
- ◆ To contribute to the end of the perpetual cycle of food insecurity in Malawi by offering replicable practices for resilience building at the community level, contributing to better research, and influencing national policy to increase farm productivity and the diversification of livelihoods and nutrition sources.

As part of the documentation strategy to highlight marginalized people's experiences and highlighting the stories of change attributed to the A+ project , CADECOM Lilongwe intends to produce a 30-minute video documentary to highlight the project gains and successes, stories of change since its inception in 2017. CADECOM Lilongwe seeks to obtain the services of a competent consultant or firm that will produce the documentary while working in close collaboration with staff to build internal capacity of undertaking similar assignments in future.



## 2.0 Objectives

- i. To develop high quality publicity materials for raising awareness of CADECOM Lilongwe's work locally and internationally.
- ii. To produce a high-quality video documentary on A+ project for publicity and reporting purposes.
- iii. To support CADECOM Lilongwe field staff in advancing their reporting for publicity of CADECOM Lilongwe and all its work.

## 3.0 Scope of work

The consultant shall be required to do the following;

- a) Capture high quality still photos for project activities and events.
- b) Shoot video clips of project activities and events
- c) Produce video clips showing and narrating success stories and many other lessons coming from the project implementation.
- d) Conduct interviews with project beneficiaries, local leaders, implementation partners, CADECOM staff and other stakeholders.
- e) Do Video narration for the smooth flow of the video documentary and translations from local languages to English, an official language that can be understood by all interested partners.
- f) Produce a 30-40 min comprehensive video documentary for A+ project.

## 4.0 Timeframe

The consultancy shall be for duration of 30 days from the date of signing the contract. However, the consultant shall be paid for 25 working days within the 15-day period. **For avoidance of doubt, consultation meetings with CADECOM team shall not be treated as working days.**

## 5.0 Working arrangement

The consultant shall be paid 40% of the total cost upon approval and signing the contract and the balance upon satisfactory production of the documentary.



## **6.0 Copy Right**

All materials arising out of the consultancy shall remain the property of CADECOM Lilongwe

## **7.0 Required Qualifications and Experience of the Consultancy firm/individual**

- a) Must have more than 5-years proven experience in film production.
- b) Extensive experience in producing developmental work-related documentaries for organizations with the aim of reaching out to both local and international audiences.
- c) Excellent technical capacities (Full High-Definition video) to ensure high quality production.
- d) Must be tax compliant/Tax registration certificate indicating TPIN
- e) Accurate current addresses i.e., physical, postal, telephones and email
- f) Additional experience in development communication will be an added advantage.
- g) In addition, companies shall submit certified copies of the Certificate of incorporation as a company

## **8.0 CADECOM will be responsible for:**

- a) Preparing the Terms of Reference (ToR).
- b) Selecting, contracting and managing the consultant.
- c) Covering the costs of consultant and logistics associated with the assignment.
- d) Actively engaging with the consultant during the documentary shooting process
- e) Reviewing the draft documentary and providing feedback.
- f) Approving the produced documentary for publication upon satisfaction.

## **9.0 The Consultant will be responsible for:**

- a) Preparation of a technical and financial proposal, work plan and budget for the assignment.
- b) Engage CADECOM Lilongwe target beneficiaries and stakeholders throughout the assignment.
- c) Provide updated/draft video documentary to CADECOM Lilongwe as required
- d) Produce deliverables in accordance with the requirements and timeframes outlined in this ToR.



## 10.0 Application procedure

Applicants are required to submit the following:

- ◆ A technical proposal: Letter of Interest, stating why you consider yourself/your firm suitable for the assignment
- ◆ Firm/company profile on handling related assignment
- ◆ Personal CVs for individual consultant highlighting qualifications and experience
- ◆ Contact details of referees which shall be organizations for whom you have produced films or documentaries
- ◆ Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.
- ◆ Both technical and financial proposal shall not exceed five pages

CADECOM Lilongwe shall **ONLY** accept email applications. All Applications should be submitted not later than 20<sup>th</sup> February 2021 and should be addressed to the Internal Procurement Committee as below with subject line **A+ VIDEO DOCUMENTARY**.

**Internal Procurement Committee**

**CADECOM Lilongwe,**

**Post Office Box 631,**

**Lilongwe**

**Email: [ipc@cadecomll.org](mailto:ipc@cadecomll.org)**