Terms of Reference (TOR)
For
Developing Video Documentary on PPAF-ID (social Mobilization) Project

1. BACKGROUND
Thardeep Rural Development Programme (TRDP) is a non-profit organization, registered under the Societies Registration Act, 1860 working in the rural areas of Tharparkar, Umerkot, Dadu and Jamshoro districts of Sindh, Pakistan. The programme is aimed at facilitating the rural communities in a way that they can be empowered to secure their rights with command over resources and capabilities to manage the process of sustainable development. For the purpose, Thardeep organizes the local communities through social Mobilization (CO, VO, LSO formation) and develops their managerial and technical capacity. Since 2004 Pakistan Poverty Alleviation Fund is main partner of TRDP for Institutional and community development projects. Recently TRDP & PPAF-ID section have signed an agreement which aim to develop capacities of community through trainings on basic civic & constitutional rights, Issue base workshops (on maternal health and Girl Education), linkage development and resource mobilization, Proposal writing & CBDRM Training and Joint workshops of stakeholders and staff trainings on TOT on VDP & UCDP and Proposal writing. These activities will be carried in 80 villages & 8 TTOs of 8 Union councils of District Tharparkar, by developing 80 Village Development Plans (VDPs) and 8 Union councils development plans (UCDPs) over all project objectives is sustainable development with integrated approach & Social Mobilization.

2. CONSULTANCY OBJECTIVES
This consultancy has following objectives:
   a) To produce one overall project video documentary not more than 15 minutes long +5 minutes introductory video on Tharparkar demography and TRDP & PPAF partnership since 2004 and work.
   b) To prepare script and narration for overall project documentaries and videos;
   c) To compose background music for the videos;
   d) Capture necessary video footage of different project activities (Trainings, workshop, VDP & UCDP formation, Case studies related to the project & interviews)
   e) To narrate and edit raw video footage for producing final video.

3. IDENTIFIED AREAS/TOPICS FOR VIDEO DOCUMENTARY –
   I. Tharparkar Demography and TRDP & PPAF Partnership
   II. Overall project activities
      ✓ Staff Trainings & Orientation
      ✓ Development of Village Development Plan (VDP)
      ✓ Capacity Building of VO activists on basic civic & constitutional rights
      ✓ Issue Based Training Workshops (Maternal Health, Girls Enrolment & School Management, Wild Life, CLTS, Environment)
✓ Linkages Development & Resources Mobilization Trainings
✓ Community Based Desaster Response & Management Trainings
✓ Development of union council level plan against number of Ucs
✓ Stakeholders workshop for implementation of UC development plan
✓ Advance exposure visits
✓ Internship or attachment of TTOs representatives with NGOs
✓ Community resource persons’/ change makers’ training/activists training on social Mobilization and development of VDPs
✓ Case studies

4. CONSULTANCY LOCATION

The videos will capture the best practices from project areas. This will require close Coordination with Project Coordinator ID Project and TRDP-HRD section and Project team of 3 Tahasils of district Tharparkar

5. RESPONSIBILITIES OF CONSULTANT

The Consultant should work closely with Project team & HRD for accomplishment of following tasks.

- To hold preparatory discussion with Project Coordinator & Sr. Manager HRD and project team about the preparation of videos.
- To prepare script and narration for overall project documentary.
- To capture video footage as agreed with ID project team and as according to the prepared script.
- To record narration and prepare background music for the videos.
- To translate the project beneficiaries’ voice into Urdu/English for subtitles.
- To prepare draft videos documentaries and submit it to Practical Action for final feedback before the deadline of the contract.
- Finalize the videos as according to the feedback provided by the project team.
- To manage all necessary tools and equipment including tapes, DVD etc.

6. RESPONSIBILITIES OF THARDEEP RURAL DEVELOPMENT PROGRAMME (TRDP)

TRDP will assure monitors and scrutinize the quality aspects of the videos. In addition, TRDP will help consultant to coordinate the field activities through its field staff and beneficiaries. However, following will be specific responsibilities:

- Identify thematic cases for documentation.
- Organize a coordination meeting with project team.
- Coordinate with project staffs for the field visit to capture the footage.
- Provide feedback when and where necessary.
- Payment to the consultant as per agreement.
- Give inputs to draft and finalize videos.
7. DELIVERABLES
   - Submission of final master videos in a DV tapes
   - Electronic copies of video in AVI format before the deadline of the consultancy.
   - Raw footages captured in project areas.

8. ELIGIBILITY CRITERIA
The consultant should have at least Bachelor degree in Communication or equivalent having ample experiences on audio-visual recording, editing, and media production; clear understanding of the technical aspects of video making process and understanding of social development field is required along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products.

9. MODE OF PAYMENT
Payment will be made in two installments. 40% payment will be made in advance after signing the contract and remaining 60% will be made after successful delivery of the final Videos.

10. TENTATIVE WORK SCHEDULE
The total working days for the consultancy will be approximately 3-4 months i.e. from 15 February to 31st May 2014. The Consultant will propose a detailed work plan schedule which will be finalized later with TRDP.

We would request interested professionals / institutions to (i) submit a letter of interest (1 page), (ii) a brief technical proposal (maximum of 3 pages focusing on objectives, methods and approach and financial Proposal) with recently updated CVs of professionals to be involved in the documentary development. Proposal should reach on following address on before 5:00PM, 15 February 2014. Both proposals should be submitted in sealed envelope.

All proposals must be submitted to the following address:
Thardeep Rural Development Programme (TRDP) Office
Near Dargah hussain Shah Siran Mithi District Tharparkar
Phone No: +92-232-261245
Fax No +92-232-261379
Web site www.thardeep.org

“TRDP believes in and follows through competent selection procedures to ensure quality outcomes in all of its assignments”