**Final Terms of Reference for Documentation**

**of Prepaid water metering and hybrid power supply & pumping system project**

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| **Project Title** | **Installation of Prepaid water metering and hybrid power supply and pumping systems in South Sudan** |
| **Geographical coverage: global; region; country(ies)-please specify** | Greater Equatoria region, South Sudan:   1. Gumbo in Juba and Yei town in Central Equatoria state 2. Yambio town in Western Equatoria state 3. Torit town in Eastern Equatoria state |
| **Program/project lifespan (from mm/yy to mm/yy)** | 1st November 2020 to 31st December 2021 |
| **Documentation commissioning manager** | Humanitarian Project Manager |
| **Documentation manager** | Senior Media and Campaigns Officer |

1. ***Introduction***

South Sudan, the youngest nation in the world, gained its independence in 2011 after a 2010 referendum. But just two years later civil war broke out which affected and continues to impact the life of millions of its citizens and make many of them refugees to neighboring countries, IDPs. The first peace deal signed in 2015 collapsed after just a couple of few months and renewed violent clashes between the warring parties increased across much of the country. On February 2020, a revitalized peace agreement on the resolution of conflict in South Sudan was signed. This latest peace process has promised new hope for the country and there has been an improvement in the general security situation in the country. However, ambushes and attacks along highways, intensification of inter-communal violence (ICV) and revenge killings have continued in some areas of the country and continued to be the causes for the killing of many civilians and humanitarian workers, displacement of people, abduction of women and girls, etc. Human rights, humanitarian situations, food security and economic conditions in the country remain dire, with an enormous impact on civilians.

The cumulative effects of years of conflict and violence has caused significant destruction to various social services including the different WASH infrastructure country wise in general and specifically in the greater Equatoria region – especially Yei, Torit, and Yambio – which continues to impact the lives of local communities.

**Yei Town**: Arising from the prevailing security situation and associated displacement of impacted communities, Yei town has a population of more than 30,000 people in its municipality. Given the recent peace agreement signed earlier this year, there are indicators that more people are returning to Yei town due to increased availability of services; thus many are abandoning villages for the town in search of medical services, food, security and education for their children. Yei Payam in particular has seen an increase in its population of South Sudanese returnees settling along Kaya Road, Juba Road, Maridi Road and Lasu Road close to the town. Most of the households are vulnerable and require support to access WASH services. Additionally, many residents of Lainya, Morobo, Tore, Mugwo, Otogo, Kupera, Mukaya and Lujulo areas migrated to Yei town for safety. This has affected access to WASH services which remains a challenge due to the upsurge in the population within the town center.

**Torit:** This is one of the most volatile and conflict prone areas of Eastern Equatoria State. Torit town is an administrative center and the headquarter of Eastern Equatoria State, with an estimated population of 58,864 (29,187 females and 29,497 males). Much of the population depends on business activities as their source of livelihood, and others rely on subsistence agriculture. The town is the state headquarter of various business enterprises, education, health, and religious institutions. Due to conflict in the state, the WASH infrastructure has been severely damaged or destroyed leaving the entire population to depend on open and unprotected water sources served by River Kineti, as well as a couple of boreholes and seasonal rainwater. Conflict has displaced a number of people from Torit town with many fleeing as IDPs to safer areas of the country, and others as refugees to the neighboring countries.

**Yambio**: Yambio town is located within the Western Equatoria State and borders the Democratic Republic of the Congo (DRC). According to an IOM Assessment (2018), Yambio town has an estimated population of 113,051 individuals, consisting of 29,447 IDPs, 39,311 returnees and 44,293 host community members. With the formation of the government of national unity, the town has witnessed the return of South Sudanese refugees from the neighboring countries of Uganda, Sudan and DRC. The returnees continue to cause severe strain on the already limited resources that support the town’s population, including core WASH infrastructure. Yambio town was the center of significant armed clashes and widespread displacement in 2016, and prior to this there were persistent conflicts between the South Sudan People’s Defense Forces (SSPDF) and local authorities in Yambio and in neighboring counties, leading many people to seek refuge in the town.

1. ***The Project backgrounds***

As mentioned above the project was under implementation in Torit town in Eastern equatorial state, Yambio town in Western Equatoria state, Yei town and Juba in Central Equatoria state targeting 150,000 people (78,000 women and 72,000 men) living within the project areas.

The overall objective of the project is to improve the access to safe and clean drinking water to the targeted population in Juba, Yei, Yambio and Torit towns. The key activities of the project are installation of new pre-paid smart water meters/ATMs complete with off-grid solar power supply and power storage, installation of solar PV power supply generator, pump installation and borehole drilling and enhancing the capacity of water utilities in the management of the urban water supply system.

The activities are geared towards the overall goal of supporting social development and economic growth by promoting efficient, equitable and sustainable development and use of available water resources, and effective delivery of water and sanitation services in South Sudan.

All the hardware aspects of the project were directly implemented by Oxfam whereas three local partners were engaged to implement the software aspects in the three project locations. The local partners focused on community engagement activities, awareness raising, training and ensuring sustainability of the project.

1. **Objectives of the Project Documentation**

To produce a documentary video focused on the Project innovation of prepaid water devices/ATMs and solar water pumping project in South Sudan. This shall be used as a case study for sector-wide dissemination and to enhance understanding of the approach and capture all achievements and challenges for wider learning and show the impact of the project, advocate for adoption of the technologies.

The documentary will also help highlight the efficiency of the prepaid water metering system and how it has changed the lives of communities in Juba, Torit, Yambio and Yei. The video documentary will be focused on case stories from beneficiarieos which can shared with the wider audience including donor community and WASH Cluster. The communities’ perception and views on the ease of use and utilization of the new technologies shall be highlighted.

1. **Scope of work and technical requirements**

Oxfam wishes to engage a leading creative content development media and communications firm for an impactful and innovative delivery of the video documentary. The documentary is to be impact driven, moving, and motivational, told mainly from the perspective of the target beneficiary households, with interviews and inputs from other stakeholders such as the local communities, local authorities, decision makers, Local Partners and Oxfam on how the project has impacted the target communities. The documentary should be produced in English with sub-titling where necesssry and of the highest quality standards, high-definition. The total running time of the documentary to be is 45 minutes. The entire film production i.e. Writing, Filming, Editing, Voicing/Narration etc. should be done by the consultant, delivering a final ready-to-air product in broadcast standards and in HD technology format to Oxfam. The entire development and production process will be closely monitored by Oxfam office providing continuous review, comments and thematic inputs support when needed. The Oxfam Juba office is the lead producer of the documentary and has the “final cut” of the documentary as well as creative, editorial and technical direction of the film.

Expected timeline

* The contractor shall commence the work as soon as possible, immediately upon signing contract.
* A detailed timeline, work plan and draft outline should be submitted within 3 calendar days
* A detailed budget and shooting schedule should be provided prior to commencing filming.
  1. The rough cut of every phase of the documentary should be provided to Oxfam media Lead, WASH technical lead for review, comments, and approval
  2. All documents and materials remain the property of Oxfam

1. **Required output**

For the project to be considered successful, the media firm or contractor should deliver the following.

1. Record 3 short videos in Juba, Yambio, Yei and Torit towns showing videos and photos of the current project location and the installation complete with the donor visibility boards. This is meant to showcase the project interventions and improvements.
2. Produce cutaways, general shots and arial views of the areas of the project
3. Record and produce short interviews with the communities, photos of the areas and existing infrastructures, with different shots and angles.
4. Edit and combine short videos as per the narrative script provided by the media lead
5. Produce 3 videos of 3 minutes each with sound bites and subtilling.
6. Voice the script and produce sound bites where necessary.
7. Submit the videos in a format that can be uploaded online for social media and YouTube.
8. Submit the final video project for viewing before exporting the final project.
9. The videos can be more than 3 minutes but less than six minutes.
10. Ensure all persons pictured or recorded on video have signed consent forms and that parents and/or children need to sign the form as well for persons below 18 years old.
11. Ensure the company has all the required documents and clearance to film and take photos within South Sudan.
12. Work closely with the Media lead to determine the kind of videos and photos that Oxfam requires.
13. **Requirement**

The media company/consultant should have the following items, skills, and competencies

* Access to highest quality filming, light, sound and editing equipment.
* Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism
* Ability to communicate and conduct interviews in English and Arabic.
* Track record of successful materials filmed in the region and/or on similar topics would be an asset.
* Should have computer with video editing software like adobe CS pro, Final cut, or any relevant software.
* Should have USB/ external drives or any portable materials free of virus
* Should have devices used for recording audio-visual materials
* Have strong command of English language and can operate on emails and share folders
* Good communication skills and a national of South Sudan
* Should have valid registration with the relevant authorities
* Should have USD bank account registered with the company name

1. ***Eligibility***

* At least two links to work samples demonstrating most relevant previous productions
* Two references (with contact information) from previous clients
* Detailed list with technical information of the equipment intended for use, including camera, light, sound, editing software etc.
* Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary.

***7.1* Reservation and Confidentiality**

* Oxfam reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines.
* In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the Oxfam Juba Office.
* The contractor undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.
* The Contractor shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.

***7.2* Duration of the assignment**

The assignment is expected to take 30 calendar days from the date of signing the contract.

**8**. **Contractual arrangements and supervision**

The service will be hired under Oxfam terms of contract and supervised by the Oxfam media lead solely for the purpose of delivering the above outputs, within the agreed time frame. Oxfam as the client shall provide necessary support to the consultants/firm provider to execute the assignment during the duration of the consultancy. These shall include:

* Access to relevant project documents necessary for execution of the duties under this consultancy; Contact details of relevant people to be interviewed
* No equipment will be purchased or provided by the Oxfam South Sudan office.
* Any equipment needed to complete this assignment will be provided by the service provider.

**Remuneration**

* The service provider’s payment shall be based on the financial proposal developed for this consultancy.

Payment shall be made in two installments of;

* 40% down payment upon submission of an inception report acceptable to the client
* 60% upon submission of the final products.

1. **APPLICATION REQUIREMENTS**

Interested candidates in the position are expected to provide the following documentation:

* A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
* Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects.
* Work references - contact details (e-mail addresses) of referees (firms for whom you’ve produced similar assignments);
* Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment; and
* Sample work previously done for other clients.
* Detailed break-down of all estimated costs, including estimated days of shooting, production team, days of editing, travel costs, music, etc.
* A clear total cost for the final product. Please note that all costs, including transport, should be included in the total sum, no additional payments will be made outside of the total budget.

Deadline for submission of applications is 10th December 2021. Interested Applicants should send soft copies of the requested application documents addressed to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) and [JubaQuotations@oxfam.org.uk](mailto:JubaQuotations@oxfam.org.uk).