



WORLD VISION SOUTH SUDAN

**TERMS OF REFERENCE FOR AUDIO-VISUAL AND WRITTEN
DOCUMENTATION SERVICES**

**PROJECT NAME: ACCELERATING RECOVERY AND RESILIENCE
IN SOUTH SUDAN (ACCESS)**

I. Project Background

Since late 2020, World Vision through USAID/BHA funding has been implementing a grant called Accelerating Recovery and Resilience in South Sudan (ACCESS). This Multi-Year Emergency Food Security Project which covers the counties of Baliet, Melut, Nasir and Ulang in the Upper Nile Region aims to assist vulnerable communities to stimulate and reinforce their resilience to acute shocks and chronic stresses by building their absorptive, adaptive, and transformative capacities. The project's goal is to accelerate recovery and bolster resilience by providing essential complementary services that leverage existing World Food Programme (WFP), Food and Agriculture Organization (FAO), UNICEF and other USAID humanitarian assistance. The project targets 25,198 vulnerable households (about 151,188 individuals) across 23 Payams from the four counties. The assistance will be implemented until December 14, 2023.

The project purposes/objectives are to strengthen household livelihoods, agricultural productivity, and nutrition; Strengthen community cohesion through improved disaster risk management, protection, mental health and psycho-social support (MHPSS) services and to Strengthen coordination, systems, and learning on recovery and resilience. The main sectors of intervention are Food Security and Livelihoods; Nutrition, Protection and Gender Based Violence; Mental Health and Psychosocial Support; Disaster Risk Reduction and Water, Sanitation and Hygiene. These activities are being implemented in partnership with two local sub-grantees namely Nile Hope and Humanitarian & Development Consortium across all the targeted Payams.

The intended documentation of ACCESS project's impacts, achievements and promising practices captures and communicates World Vision's distinctive competencies towards recovery and resilience building within the fragile context of Upper Nile. This documentation initiative aims to provide World Vision with significant, short and long-term benefits including:

- Improving the quality of services, we provided to the vulnerable population.
- Showcasing the effectiveness of our core program models and other interventions.
- Building on the successes, and lessons learned on gaps, barriers or challenges to strengthen WV programming by replacing unsuccessful or ineffective practices with proven strategies and programs.

- ❑ Facilitate effective resource utilization by using practices that have worked well for future design and programming.
- ❑ Provide proof to donors, Government and other stakeholders on the evidence of the impact of our work, helping WV to secure additional funding and encouraging replication by government and other humanitarian and development actors.
- ❑ Promotion of learning through sharing of experiences and dissemination of promising practices being championed by the project.
- ❑ Enhancing our technical brand within ACCESS project and other relevant technical area improving our evidence base and build the capacity for our programs.

Therefore, in line with the above, World Vision South Sudan is seeking a consultant/consultancy firm to provide videography, photography and written documentation services for purposes of documenting the ACCESS Project impacts and transformation attained in four Counties of Baliet, Ulang, Nasir and Melut in Upper Nile State, South Sudan.

2. Overall Objective of the Assignment:

World Vision South Sudan intends to engage a consultant to produce audio-visual documentation (photos and videos) and written documentation (leaflet, poster, case studies, impact narrative/ success stories, story booklet, a brochure and a fact-sheet) that highlight best approaches, practices, achievements and real impacts of the ACCESS Project in Upper Nile State. The documentation will focus on ACCESS project seven sectors (Food Security and Livelihoods, Nutrition, Peace Building and Social Cohesion, WASH, Gender Based Violence, Mental Health and Psychosocial Support and Disaster Risk Reduction). Details of these sectors and what is being implemented will be included in the project design package and summary sheet that will be shared with the Consultant upon contract signing.

3. Scope of Work

In consultation with the ACCESS project staff, the consultant/consultancy firm will be required to identify and document promising practices in the ACCESS Project sites of Baliet, Ulang, Nasir and Melut. World Vision ACCESS project staff will guide the consultant on who they can interview in each ACCESS project sector. In addition, the consultant/consultancy firm should adhere to all WV branding requirements. Please see WV branding requirements in this link

<http://worldvisionbrand.org/site/wp-content/uploads/documents/Global-Brand-Common-Core.pdf>

World Vision South Sudan is seeking the services of a professional video and photographer and an editor with experience in taking humanitarian work-oriented photos, videos and stories. The consultant/consultancy firm will video-graph and take photos of selected project participants to be profiled for the organization's website and other social media platforms.

These videos, photographs and stories will be used for World Vision's portfolio and other World Vision partners, and for use on mass media, World Vision's websites, social media platforms accounts such as Twitter and Facebook. These can also be potentially shared with the donors. The service provider is expected to fully complete five (5) short videos and one (1) long video, high quality photos, 1 leaflet, 1 poster, 25 impact narrative/stories, 1 story booklet, 1 brochure and 1 fact-sheet by December 31, 2022.

4. Expected Deliverables (reports, etc.).

4.1. Photos:

Provide high-quality photos (action-orientated, portrait, different angles) that can be reproduced in print, multi-media and online formats. Photos must be provided as original .JPG files only—not embedded in a Word file or other document. Images must highlight ACCESS Project impacts/achievements.

Approximately 20-25 best photos need to be produced for each story. All of the photos should be delivered to WV including raw and edited versions.

- Consultant will deliver photo images in electronic format (jpg files only) on a flash drive. Digital images should be taken at a minimum 1800 high-resolution, be at least 300 dpi, and approximately 2500 x 1600. Photos should be labelled in folders and a written description of the photos in each folder is shared in word document.

4.2. Videos

Develop and submit a storyboard and script for the documentaries to WV for approval before filming. Film in high-definition 1920 x 1080p

- All videos should meet broadcast quality and World Vision (WV) branding requirements

- Under the guidance of the program team produce 5 separate video clips (1-2 minute each) based on the following five ACCESS project sectors (Food Security and Livelihoods, Nutrition, WASH, Peace Building and Social Cohesion, Gender Based Violence, Mental Health and Psychosocial Support and Disaster Risk Reduction). This should be in English translated into Arabic.

Produce a single 10-15- minute video encompassing all the ACCESS project sectors (Food Security and Livelihoods, Peace Building and Social Cohesion, WASH, Gender Based Violence, Mental Health and Psychosocial Support and Disaster Risk Reduction).

- Present draft documentary to WV staff for review.
- Incorporate comments from WV staff.

All videos should have a voice over. Provide narration, translation and subtitles in English where necessary; with participants' words translated into spoken English. The translation should be exactly what they said not just a short summary translation.

- Provide reportage style photographs of preselected beneficiaries with signed consent forms and properly captioned using the WVI caption sheet.
- Provide all raw material to WV at the end of the consultancy.

4.3 **Written documentation**

- Work with the ACCESS project teams to edit the existing stories, 1 leaflet, 1 poster, 25 impact narrative/stories, 1 story booklet encompassing all the 25 stories. 1 brochure and 1 fact-sheet.

5. **Qualification and Experience**

- The consultant/consultancy firm should have knowledge and experience in multisectoral documentation related to FSL, GBV, DRR, Peace Building and MHPSS.
- Outstanding videography and photography skills. Three to 10 years of progressive experience as a photographer, videographer and editor.
- Previous experience in producing international quality documentaries is highly required.
- Previous experience working with World Vision or other UN and NGOs is an added advantage.

- Ability to work with other team members.
- Advanced video and photo editing and presentation skills.
- A University Degree in Communications, Graphic Designs or any Communication for Development (C4D) related course. If an interested bidder feels inadequate in some areas, he/she may engage an expert in that area at his/ her own cost.
- Evidence of having done other similar assignments. Proven and successful past work with World Vision or other development agency as a consultant is added advantage. Please share sample of the products of your work (link to video documentaries).
- Flexible, courteous, integrity and professionalism while conducting business.
- Efficiency, Flexibility, high level of professionalism and ability to work under pressure.
- The consultant must own a high-resolution video and still photograph camera.
- Availability to travel immediately and to very remote locations within the mentioned Counties in Upper Nile State, upon signature of contract.

6. Language

Excellent written and verbal skills in both English and Arabic is required.

7. Other considerations

- The consultant/consultancy firm shall be in charge in getting their filming permits, with support from the program team.
- The consultant shall use their own filming/video equipment for documentation (cameras, computers etc.).
- Length of the assignment. The work is expected to start on December 1, 2022 and completed by December 31, 2022.
- Copyright. Use original scores or credit sources appropriately. World Vision will shoulder the cost of the license for the use of copyrighted music tracks.
- The contractor agrees that all confidential information shall be deemed to be and shall be treated as sole and exclusive property of World Vision.
- World Vision will provide accommodation and transport throughout the period within the mentioned Counties in Upper Nile and including flight from Juba to Upper Nile.
- World Vision will seek and provide approvals for the exercise with State and local authorities within the targeted Counties.

- World Vision consent forms are required for all interviews, video footage and photos.

8. Terms of payment

- To be agreed with World Vision.

9. Copyright and Intellectual Property Rights

The Consultant/consultancy firm expressly assigns to World Vision any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from World Vision.

10. EXPRESSION OF INTEREST

Interest consultants/consulting firms must send a technical proposal (15 pages maximum, including appendix) highlighting information indicating that they are qualified to perform the services.

The proposal shall include the following documents:

- Consultant's profile and CV (s) and Certificate of the highest qualification/s;
- Relevant Experience, including past performance, 3 references for work performed by the key personnel;
- Technical proposal should include the process, methodology and timeline the consultant proposes to use in addressing this assignment requirement.
- Proposed detailed budget, including a breakout of the level of effort, daily rate(s) and other direct costs.
- Cover letter stating why the consultant is interested to conduct this documentation activity.

A consultant will be selected in accordance with the procedures set out in World Vision's procurement guidelines for selection of consultants. **Applications are invited from those applicants who meet the requirements provided in the Terms of Reference.**

All applications should be sent through email ONLY to sdno_scmquotations@wvi.org

Date: Expressions of interest for this consulting service received after **November 21, 2022** will be automatically rejected.

