**Final Terms of Reference for Documentation**

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

|  |  |
| --- | --- |
| **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** | **Wau town, Western Bahr El Ghazal** |
| **Program/project lifespan (from mm/yy to mm/yy)** | 1st February 2021 to 31st March 2022 |
| **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 lives 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. In 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 have caused significant destruction to various social services including the different WASH infrastructure country wise in general and specifically in the greater Western Bahr el Ghazal State which continues to impact the lives of local communities especially Wau county Western Bahr eL Ghazal state

**Wau county** is located in Western Bahr el Ghazal State has three former Counties including Wau County at the Centre bordering Western Equatoria to the South and the Central Africa Republic to the West, Jur River County is bordering Warap State to the East, and Northern Bahr el Ghazal State to the North East, while Raja County Borders the Central Africa Republic to the West, the Sudan Republic to the North and Northern Bahr el Ghazal State to the East, it is estimated population as of 2019, Wau County has 296384. The dominant tribes of the former Western Bahr el Ghazal state are the Fertit tribes which are composed of six groups including Balanda, Bongo, Golo, Ndogo, Kereshi, and Bayi occupies central Wau and Raja Counties, while Jur Chol tribes are found in Jur River County

1. ***The Project backgrounds***

As mentioned above the project was under implementation in Western Bahr el Ghazal Wau state the project target 72,500 people (37700 women and 34800 men) living within Wau municipality.

The overall objective of the project is to improve the access to safe and clean drinking water for the targeted population in Wau. 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, installation of intake pump at the treatment plant, and enhancing the capacity of Urban water staff and partner in the management of the water supply system in Wau and improve revenue collection.

The activities are geared towards the overall goal of supporting social development and economic growth by promoting efficient, equitable, and sustainable development 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 and software activity was implemented by our partner water for South Sudan in collaboration with the Urban water authority in Wau. The local partners focused on community engagement activities, awareness-raising, and ensuring the 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 capture all achievements and challenges for wider learning 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 Wau. The video documentary will be focused on case stories from beneficiaries which can be shared with the wider audience including the 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 necessary and of the highest quality standards, high-definition. 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 HD technology format to Oxfam. The entire development and production process will be closely monitored by the Oxfam office providing a 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 the creative, editorial, and technical direction of the film.

Expected timeline

* The contractor shall commence the work as soon as possible, immediately upon signing the contract.
* A detailed timeline, work plan, and draft outline should be submitted within 4 calendar days
* A detailed budget and shooting schedule should be provided before 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 Wau 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 aerial 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 subtitling.
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 to maintain a 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 a 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 a strong command of the 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 a 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 before 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 in 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 15 calendar days from the date of signing the contract.

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

The service will be hired under Oxfam terms of the contract and supervised by the Oxfam media lead solely to deliver the above outputs, within the agreed time frame. Oxfam as the client shall provide the 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 the 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 is previously done for other clients.
* Detailed breakdown 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.

The deadline for submission of applications is 14th February 2022. Interested Applicants should send soft copies of the requested application documents addressed to [JubaQuotations@oxfam.org.uk](mailto:JubaQuotations@oxfam.org.uk).