

ToR for NGO Forum 2021 Documentary Film Productions

1. Background

The NGO Forum is a voluntary, independent networking body of around 400 national and international NGOs that support its members to effectively respond to the humanitarian and development needs in South Sudan. All member organisations provide assistance to the South Sudanese people regardless of ethnic background, political affiliation, or religious belief.

The NGO Forum provides a platform through which NGOs, the Government of South Sudan, the UN, donors, and other external stakeholders can exchange information, share expertise and establish guidelines for a more networked, efficient and effective use of aid resources in South Sudan. The Secretariat primarily focuses on information sharing, networking, capacity enhancement, representation and communication around safety and wellbeing.

The Forum is comprised of two main constituencies (national NGOs – NNGOs and international NGOs - INGOs) served by a joint Steering Committee of INGO and NNGO members coordinated by the NGO Secretariat. While there is a dedicated National NGO Focal Point in the NGO Secretariat all positions serve both the National and International NGO Groups.

NGO Forum Purpose is to support NGOs support members in the principled delivery of aid assistance in South Sudan in order to save lives and improve lives. The Forum aims to achieve this purpose through a number of services that it offers its members by exercising a number of functions.

2. Purpose of the Consultancy

The South Sudan NGO Forum seeks a reputable **local** service consultant, based in South Sudan, to produce the NGO Forum 2021 Videos. The videos will be as follows:

- Series 1: World Humanitarian Day: 3 ten-minute documentaries about three NGOs active in areas related to the theme of the World Humanitarian Day.
Purpose: Keep the humanitarian situation in South Sudan alive on the global agenda while contributing to the international observance of WHD.
Objectives: Enhance visibility of NGO programming; showcase local implementation capability of NGOs in response to needs; give profile and visibility to the NGO brands; give profile and visibility to NGO Forum and its programs and donors; forge a stronger link with the South Sudanese public and Government stakeholders.
- Series 2: Talents Documentaries: 5 three-minute documentaries about five talented young South Sudanese that show remarkable innovation, creativity, and/or talent.
Purpose: Uplift talent and forge a stronger link with the South Sudanese public, particularly the youth, while reinforcing the sense that talent/innovation/creativity is being seen and appreciated.
Objectives: Make the NGO Forum known to new audiences; give profile and visibility to NGO Forum and its programs and donors.
- Series 3: NNGO Expo: 6 ten-minute documentaries about 6 NNGOs with programs in areas that will be defined by the NGO Forum.

Purpose: Highlight the capabilities and importance of National NGOs in line with the rationale underpinning the National NGO Expo.

Objectives: Enhance visibility of NGO programming; showcase local implementation capability of National NGOs in response to needs; give profile and visibility to the National NGO brands; give profile and visibility to NGO Forum and its programs and donors; forge a stronger link with the South Sudanese public and Government stakeholders.

- Series 4: Internship Initiative documentaries: 5 three-minute documentaries about five interns placed with five different NGOs through the NGO Forum Internship Initiative.

Purpose: Showcase a capacity enhancing program targeting South Sudanese fresh graduates with a view to maintain and promote the opportunities offered.

Objectives: Demonstrate the positive impact of the Internship Initiative to NGOs that are hosting and may be willing to host young South Sudanese graduates; give profile and visibility to the NGO brands; give profile and visibility to NGO Forum and its programs and donors; forge a stronger link with the South Sudanese public and particularly the youth by creating realistic awareness of the opportunities offered by the Internship Initiative.

Each series must come with a 1 minute trailer.

The products should reflect the NGO Forum's core principles of humanity first, independence, impartiality and neutrality. The products must display the NGO Forum name and logo along with the logos of NGO Forum's donors.

The videos produced must be *original*. Inclusion of previously produced visual/audio-visual content can only be done upon the express request and wish of the subjects of the documentaries, and previously produced material must not be used extensively.

3. Essential Experience/Qualifications and Requirements

Individuals or firms that apply for this consultancy will need to meet the following requirements:

- Documented experience in high quality filmmaking, with submitted samples of, or links to, relevant documentary pieces of work. *Note that only three works will be considered and that the works must carry the logo and /or name of the applying local consultancy service or lead consultant.* Samples of documentaries not related to the applicant will not be considered.
- Three references from former clients with contact details. *Note that references provided **must** be client references and contact details provided.*
- Language proficiency in spoken and written English.
- Media Authority licence to operate in South Sudan.

The film producer is obliged to follow the South Sudan NGO Forum Photography and Video Policy: <https://docs.southsudangoforum.org/regulation/guidance-documents/ssngof-photo-video-policy>.

4. Objectives and Specific Tasks to be undertaken by the Consultant(s)

The main objectives of the 2021 NGO Forum videos are to:

- Enhance visibility of NGO programming
- Showcase local implementation capability of NGOs in response to needs
- Give profile and visibility to the NGO brands
- Give profile and visibility to NGO Forum and its programs and donors
- Forge a stronger link with the South Sudanese public and Government stakeholders

These objectives must be reflected in the final documentary films.

The local service consultancy shall in the tender bid provide a *technical proposal* which must include but may not be limited to the following:

- **Concept:** Idea for the film content (series 1-4) that shows an understanding of the objectives and specifications of the films.
- **Methodology:** The local service consultancy should explain its methodology and approach to the filmmaking, including demonstrating an understanding of the documentary objectives.
- **Quality Assurance Plan:** The local service consultancy must explain its quality assurance mechanisms for each stage of the filmmaking process.
- **Work plan:** The local service consultancy must provide a tentative detailed work plan, including time frame with a list of activities required. Series 1-4 are to be made in order, with one series completed before the next series is produced.

The local service consultancy shall in the tender bid provide a *financial proposal* that treats each series (1-4) separately, with a breakdown of costs for each series. The film producer must be willing to produce each series independently of the others, cognizant that production of each series is dependent on quality approval of the previous series.

The pre- to post-production activities to be undertaken by the local service consultancy will include, but is not limited to the following:

- Research
- Concept development
- Location scouting
- Shooting
- Editing
- Soundtrack, with the local service consultancy ensuring that its use is legal
- Graphics
- Subtitles in English language for all parts of the documentaries where the spoken language is other than English. The subtitles must be submitted to the NGO Forum in a Word document for review.
- Final mastering, including but not limited to audio streamlining

5. Outputs

The selected local service consultancy will include a work plan with milestones in the tender bid. The milestones will be:

1. The completion of the concepts for all film documentaries (1 milestone).
2. The completion of each film documentary series with trailer in the order of production (4 milestones)

The local service consultant will report to the NGO Forum Communications Advisor or her designate upon the completion of each milestone for review and input.

These are the expected deliverables:

- Series 1-4 containing the number of single videos with the specified duration as outlined above.
- The films will be delivered to NGO Forum both as individual entities and as part of the series. The films will be delivered in soft copy in a format that is suitable for a.) television and b.) social media.
- The final products are NGO Forum property that the NGO Forum can use for outreach activities and engagements. The NGOs portrayed in the documentary films will have the right to display and use the films wherein they are portrayed for their own outreach activities and engagements. The talents and interns portrayed in series 2 and 4 will have the right to display and use, for non-commercial purposes, the films wherein they are displayed.

Note: All participants and participating NGOs will sign the NGO Forum Photo & Video consent forms.

Payment

For this consultancy, the following payment schedules shall apply:

- 30% of each series remuneration will be paid at the beginning of the production process; for the first series this shall be upon signing the contract agreement, and for series 2-4 immediately after the delivery and approval of the previous series.
- 70% of each series remuneration will be paid after delivery of the series as outlined above and after approval of product quality by the NGO Forum. Please note that the processing time of the payment after approval is approximately 2 weeks.

The agreed payments for the production of the video films will cover all cost of production. Due to the ongoing COVID-19 pandemic, the 2021 NGO Forum video documentaries will be shot in and around Juba.

Failure of the local service consultant to implement changes requested by the NGO Forum Consultant, failure to follow requirements and timeframes outlined in the ToR, and/or unsatisfactory quality of the film products, may result in NGO Forum cancelling the agreement and awarding subsequent series to another film producer.

6. Lines of Communication

The Local Service Consultant will report directly to the NGO Forum Communications Advisor, who will supervise the work and sign off on the milestones and outputs.

As a recipient the NGO Forum Secretariat through the Communications Advisor will:

- Support the consultant(s) during the filmmaking process with requested information;
- Coordinate with and inform NGO Forum members as needed;
- Support the selected consultant(s) in liaising with the subjects of the documentary films and providing relevant feedback.

7. Timeframes

The tender bid must be emailed to SouthSudan.DeskOfficer@concern.net by 02 September.

The series are to be completed and the films approved by and handed to the NGO Forum within the following timeframes:

Series 3 (Expo): 01 October 2021

Series 4 (Interns): 30 January 2022

Series 2 (Talents): 30 March 2022

Series 1 (WHD): 30 June 2022

Reference materials:

The consultants should study the following documents among others:

- NGO Forum Statutes of Operations;
- NGO Forum Functions as spelt out on the Forum website: www.southsudangoforum.org.
- NGO Forum Photography and Video Policy: <https://docs.southsudangoforum.org/regulation/guidance-documents/ssngof-photo-video-policy>.