**Terms of Reference (TORs)**

**Success Stories of the OYE project**

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| **Purpose** | Production of OYE Project documentary | **Manager** | Robson Nyirenda |
| **Position** | Consultant | **Timeline** | - |
| **Sector** |  Agriculture / Energy | **Location** | Southern, Eastern, Northern, Central |
| **Project** | OYE+ Scaling Up Youth Employment Initiative | **No. of days** |  40 days  |
| **A. Background** |
| SNV Netherlands Development Organisation (SNV) is a non-for-profit international development organisation founded in the Netherlands in 1965, with local presence in over 25 developing countries in Asia, Africa and Latin America. SNV provides advisory services, knowledge networking and supporting advocacy in the agriculture, water, sanitation and hygiene and renewable energy sectors. Driven by the Sustainable Development Goals (SDGs), SNV makes a lasting difference in the lives of people living in poverty by helping them raise incomes and access basic services.**The OYE+ Scaling Up Youth Employment Initiative**The OYE Scaling up Youth Employment Initiative is a four-year project which is being implemented by SNV with funding from the Swiss Development Cooperation (SDC) and Swedish International Development Agency (SIDA) governments. The project aims to improve the livelihoods and prospects of 10,000 youths of which 50% are young women. The project uses the OYE approach, which aims at A) reaching out and improving employability and self-employment for young people, and B) contributing to longer term innovative ecosystem development (i.e., service and support hubs for youth (self-) employment) and conducive policies based on evidence-based results to enhanced employment and income for youth in agriculture. Gender equality is at the core of all project interventions. |
| **B. Aims and Objectives** |
| OYE is looking for a consultant to document the project's achievements in print, photography, and video/audio (documentary) to highlight the Market-driven interventions that OYE is implementing in Zambia. Beneficiaries of services should provide documentation of their accomplishments.**Objectives**1. To provide case studies of OYE youth accomplishments and the changes they believe have occurred at the individual and community levels because of utilizing OYE services. These narratives will be used to market the project and will be incorporated into subsequent project evaluation efforts.
2. To serve as a repository for materials related to knowledge management, accountability, resource mobilization, and up-scaling of proven interventions.
3. To capture video/audio and photographs that will accompany the case studies and document the project’s achievements.

The consultant(s) will be expected to travel to the 4 provinces of Zambia (Eastern, Southern, Northern, Central) where the project is being implemented to conduct interviews with youth, community members, OYE staff and cooperating partners, and other relevant stakeholders in order to compile, analyze, and synthesize case studies demonstrating the project's impact. |
| C. Tasks  |
| **Written case studies**Document and produce 18 success human interest stories;Present the draft case studies to the OYE team for reviewFinalize case studies based on feedback received**Photography**At least 420 high-resolution photographs, edited and captioned**Report**Copy of all interview recordings and/or transcriptsA detailed report on all photography, including names and contact details of all individuals interviewed and original copies of signed consent forms filled out by each interviewee.Visit selected 15 project sites (Eastern, Northern, Central, Southern) and interact with the local communities/beneficiaries who have been impacted by the OYE project to get context and content. The sites will be selected as follows: **Eastern** **Province**- Lundazi, Chipata, Katete, Petauke. **Southern**- Mazabuka, Monze, Sinazongwe, Kalomo, Livingstone. **Central**- Mumbwa, Lusaka West, Mpima. **Northern**: Lunte and Mungwi. Develop the story and documentary script and storyboard and perform appropriate video filming and shoot interviews with the projects’ beneficiaries and stakeholders. |
| **D. Scope of Study** |
| **TECHNICAL PROPOSAL*** Based upon the scope of the assignment, the consultant is expected to submit along with their proposal, a production schedule, a brief proposal describing the type of promotional document it would produce if awarded the contract. Bidders should demonstrate professional competency in their submissions.
* Bidders must be able to demonstrate their capability to produce work of the highest quality through the submission of past work and at least three references from their present/previous clients.

The Technical Proposal should clearly and specifically cover but not necessarily be limited to

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| **Criterion** | **Percentage** |
| Interpretation of the Terms of Reference: Demonstrations of the understanding of the work to be done, a proposed work approach and methodology | 15% |
| Creativity: A proposed design and production approach demonstrating innovation and ingenuity | 30% |
| Capacity: Copies of CVs for the key staff for the proposal should be attached to the application. | 15% |
| A detailed work plan, which must include clear timetable/ schedule of the work activities that will be performed | 20% |
| Samples: quality of samples of past work | 20% |

**FINANCIAL PROPOSAL**The financial proposal should provide a clear and detailed breakdown of all costs that would be associated with undertaking the entire project, together with the proposed payment schedule. Only proposals that have attained a rating above 70% in the technical evaluation will proceed to the financial evaluation stage. |
| **E. Methodology & Timeline** |
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| Activity | Responsible | Deadline | Remarks |
| Signing of the contract | Procurement/PM |  |  1 day |
| Submission of Script | Consultant |  |  4 days  |
| Review and Approval of Script  | Coms Officer/PM |  |  2 days |
| Photo/Video shooting  | Consultant  |  | 15 days |
| Editing of video and stories | Consultant  |  | 5 days |
| Review of the stories and video/photos | Coms Officer/PM |  | 5 days |
| Final Edit | Consultant |  | 5 days |
| Approval of the stories/ videos | PM |  | 3 days |

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| **F. Deliverables** |
| Payments of total budget will be processed upon delivery of the following product along with invoice: * Submission of a script for the success stories and videos to SNV Zambia for approval before filming.
* Present draft stories and footage to SNV Zambia at the end of the field mission and incorporate comments.
* Present a complete 18 success stories and edited 30-minute documentary film, to SNV Zambia as well as a repository of high-resolution photographs.
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**Qualifications of the consultant**

The service provider will be required to have the following:

More than 5years experience working in similar field.

Extensive experience in producing development work related success stories and documentaries for international organizations with the aim of reaching both local and international audiences

Experience in working with International NGOs

Knowledge of the provinces and languages in Zambia (Eastern Central, Northern and Southern).

Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high-quality production.

Experience in development communication.

Payment is scheduled as follows.

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| **Payment schedule** |
| * 100% Upon acceptance by SNV of final edited success stories
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**Applications**

Each application should include the following:

* Cover letter with the applicant’s current contact information including how the candidate’s previous experience matches the assignment objectives as well as their interest for the position (no longer than two pages);
* Technical proposal on how they intend to carry out the assignment including during pre-production, production, and post-production, with timeframes.
* Financial proposal/detailed budget for the assignment.
* Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary.
* Two professional references or letters of recommendation from previous clients.
* Samples of previous similar assignments: online portfolios and links to video work/documentaries.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted.

**Interested parties must submit their applications no later than 6th May 2021**