

Terms of Reference (TOR)- Production of the End of Project Documentary

Background

Zimbabwe Network of Early Childhood Development Actors (ZINECDA), in partnership with the Network for Early Childhood Development of Lesotho (NECDOL) and Early Childhood Development Coalition (ECDC) Malawi, has been implementing the TRANAC (Transnational Networks Advocacy Capacity Strengthened for Improved ECDE Legislation, Policies, and Measures in Southern Africa) project from 2020 to 2023. The project aimed to strengthen advocacy capacity and promote improved legislation, policies, and measures for Early Childhood Development (ECD) in Southern Africa. The project involves ECDE coalitions from other participating partners namely Zambia National Education Coalition (Zambia) in Zambia, Eswatini Network, and Rede para o Desenvolvimento da Primeira Infância in Mozambique, who contribute to the consortium's activities. After the completion of the first phase of the project and achieving notable achievements, the TRANAC consortium has been awarded a grant to implement the second phase of the project from October 2023 to December 2026. The strengthened Civil Society Organizations (CSOs) will engage in transnational advocacy to hold governments in Southern Africa more transparent and accountable on ECDE issues. Transparent and accountable governments ultimately improve the development and implementation of sustainable, equitable, inclusive, and gender-responsive ECDE policies, legislation, and systems, as well as improved ECDE financing by governments, CSOs, and donors.

Objective of the Project:

The overall objective of Phase 2 is to enhance and establish vibrant national and transnational Early Childhood Development Education (ECDE) networks/coalitions that effectively influence and hold governments and southern African regional bodies accountable and transparent in ECDE gender-sensitive and socially inclusive legislation, policies, and strategies related to Sustainable Development Goal (SDG) 4.2 and GPE priorities. The second phase will involve six ECDE networks from six countries: Zimbabwe, Mozambique, Malawi, Eswatini, Lesotho, and Zambia, while Botswana, South Africa, and Namibia will be participating partners. The project design is based on the human rights-based approach (HRBA), incorporating regional and global education frameworks such as SDGs, the United Nations Convention on Rights of the Child (UNCRC), and the African Charter on the Rights and Welfare of Children (ACRWC), United Nations Convention on Rights of Persons with Disabilities (UNCRPD) to guide implementation.

To better raise public awareness of our work, strengthen our partnerships and improve advocacy efforts, the TRANAC consortium would like to recruit a consultant to help produce a video documentary that captures our key results, successes and challenges, best practices and lessons learnt from the project as well as future programme direction. The video documentary

will focus on the impact of the TRANAC consortium in Southern Africa by highlighting success stories of Early Childhood Development Education policy intervention across the entire spectrum of our programming, in selected focal areas.

1. Overall objective of the Assignment.

The overall objective of the assignment is to produce a video documentary of the TRANAC project highlighting best approaches, best practices, achievements and real impacts in the programme focal areas.

2. Specific tasks for the Service Provider

Under the direct supervision of the TRANAC Consortium, the service provider will be required to do the following:

- Develop the documentary video's overall concept and scenario, following the guidance of the project document and TRANAC consortium communications team.
- Visit selected project sites and interact with the local communities/beneficiaries who have been impacted by the TRANAC supported projects to get context.
- Develop the documentary script and storyboard to be used in the film.
- Perform appropriate, quality video filming and shoot interviews with the projects' stakeholders.
- Present a draft documentary to the TRANAC consortium for comments on contents.
- Produce one final documentary film in DVD of 20 – 30min long.

3. Output /Deliverables

- Submit a storyboard and script for the documentary to the TRANAC consortium for approval before filming.
- Present draft documentary and document for at the end of the field mission and incorporation of comments.
- Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
- Submit raw data for the video footage and audio recordings.

- Present a complete 20-30 minute documentary film version and a trailer, and hand over 2 master copies of each version to the TRANAC consortium communications team.

Required Qualifications and Experience of the Service Provider.

The service provider will be required to have the following:

- More than 5years experience working in similar field, with proven experience in developing similar work.(15points).
- Extensive experience in producing development work related documents for publication and documentaries for international organisations with the aim of reaching both local and international audiences (25points)
- Experience in working with Civil Society Organisations and other international organizations (15points)
- Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high quality production (25 points).
- •Relevant qualification and experience in development communication, photography, videography and (20points)
- Diploma in Filmmaking; a degree is a valuable asset.

6. Duration of the Assignment

The assignment is expected to take 12 months from the date of signing the contract.

7. Intellectual Property.

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the service provider may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the TRANAC Consortium who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of the TRANAC Consortium.

8. Contractual arrangements and supervision.

The service will be hired under the TRANAC consortium terms of contract and supervised by ZINECDA on behalf of the TRANAC consortium, solely for the purpose of delivering the above outputs, within the agreed time frame.

The TRANAC Consortium as the client shall provide necessary support to the service provider in order to execute the assignment during the duration of the consultancy.

These shall include:

- I. Access to relevant project documents necessary for execution of the duties under this consultancy;
- II. Contact details of relevant people to be interviewed.

9. Equipment for the Assignment:

No equipment will be purchased or provided by the TRANAC Consortium. Any equipment needed to complete this assignment will be provided by the service provider.

11. Application Procedure:

Applicants are required to submit the following documents to zinecdanetwork@gmail.com on or before 27 September 2024 at 16h00 with the subject line: TRANAC End of Project Documentary:

Applicants are required to submit the following:

- A Technical Proposal not exceeding 6 pages including: 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 and work plan summarizing planned sub-activities;
- 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.