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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME**  **TERMS OF REFERENCE (TOR)** |

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| **I. Position information** |
| **Title: Individual Consultancy** to provide promotional materials (Videography) covering four (4) Nature Reserves in Tanzania.  **Reports to:** UNDP/TFS  **Duty station:** Home based with travels to Dar es Salaam, Lushoto, Kilolo, Mufindi and Rungwe  **Duration of assignment:** 20 effective days spread over 1 month  **Contract period:** October 2018 |
| II. Background information |
| The Government of Tanzania, with support from the Global Environment Facility (GEF) through United Nations Development Programme (UNDP), is implementing a project on “**Enhancing the Forest Nature Reserves Network for Biodiversity Conservation in Tanzania”**. This is a 5-year project implemented by the Tanzania Forest Services Agency (TFS) as the main Implementing Partner (IP) in collaboration with the Ministry of Natural Resources and Tourism (MNRT) and other partners. The project is supporting the strengthening of the Nature Forest Reserves network across Tanzania by ensuring the following: -   * Targeted Natural Forests Reserves (NFRs) are fully gazzetted and boundaries secured; * Proper management plans are in place and equipped * Management effectiveness of NFRs is improved and threats to biodiversity conservation reduced * Government’s desired levels and tourism numbers to these NFR are increased   Currently in the 3rd year of project implementation, many achievements have been recorded under various components. The project team have managed to formally complete the gazettement processes for all targeted NFRs, prepared and secure approval of Nature Reserve Management Plans that are being operationalized annually through Annual Plan of Operations. Other achievement includes: -   * Completion of boundary surveys for the FNRs and their demarcation; * Completion of the construction of headquarters buildings and ranger posts in targeted reserves * Installation of signs at entry points to the NFRs and signposts strategic locations advertising and directing visitors to the FNRs. * Households living in adjacent villages are informed about, and aware of, the conservation status, implications and potential benefits of the NFR. * Mechanisms for collaboration formalized through MOU with each adjacent village government (over 200 villages). Some adjacent villages are starting to derive tangible benefits from income generating activities, especially where co-finance partners are present. In addition, all the NFRs have functional co-management structures in place, with representation of each adjacent village;   In achieving the above results, there are several success stories that could be shared with other stakeholders and the wider public assuming there are good material to achieve this. Examples would be digital documentaries (in a form of Videography) and brochures that capture these results in attractive ways. To ensure such information is effectively captured and shared, UNDP in collaboration with TFS is looking for a consultant (preferably a videographer) to produce a video documentary about 10 minutes maximum covering 4 NFR of Magamba, Amani, Uzungwa Scarp and Mt Rungwe and high quality brochures (one each of the 4 NFR) detailing the results from beneficiary’s perspective to show case the beauty of the individual reserves (final selection of the sites shall be concluded at contract signature. This TOR is therefore, seeking the services of a production consultant who can produce a short film and brochures documenting success stories with minimum supervision under the UNDP and TFS Communications sections. |
| III. Objectives of assignment |
| This assignment intends to inform Government, UNDP/GEF, and other potential Development Partners (DPS), environmental and tourism actors from both public and private sector; therefore, services of a reputable consultant is required in the field of filmmaking and editing to produce a high quality short film that showcases initial successes of the UNDP support and the potential for eco-tourism opportunities within the respective NFRs. Stories used in the film will share successes in overcoming a specific challenge(s), and show how project activities have positively, and quantifiably transformed or impacted the communities around the NFR in relation to the Government quest to promote tourism. |
| IV. Scope of work and Methodology, |
| **Scope of work**  The assignment shall involve travel to the 4 selected NFRs for gathering of information from conservators and staff in TFS, project beneficiaries, stakeholders, and experts from all/ targeted **four** Nature Forest Reserves namely **Amani**, **Magamba**, **Uzungwa Scarp,** **Mt. Rungwe**. These NFRs are found in the five (5) districts of Muheza, Lushoto, Kilolo, Mufindi and Rungwe.  Specifically, the consultant shall undertake the following tasks:   1. Review background information on the project, photos, videos, reports, success stories on the UNDP-Country Office website, Nature Reserves project website managed by TFS, respective Nature Reserves Conservators and tourism officers. The Mid-term Evaluation report is another good source of information. 2. Undertake field visits to document progress achieved by the project through interviews with direct beneficiaries (Communities around the Nature Reserves, Conservators, Project Coordination Unit and other stakeholders as directed by TFS and UNDP Country Office (CO). While in the field, the consultant will also take photographs and videos to supplement what exists at the NFRs, including the tourists’ hot spots and attractions found in the respective Nature Reserves 3. Prepare a 10 minutes documentary in digital format and provide the outputs on DVDs or as a multimedia file, covering all 4 NFR in English in a quality that can be shared with National Geographic 4. Prepare brochures of success stories (hard copies) one each of the 4 NFR (to be further discussed) 5. Prepare a translation of the 10-minute version of the English documentary into Swahili, with English sub-titles for dissemination through appropriate television and local radio broadcasts; 6. The consultant will be expected to use his own professional digital camera to produce high quality photographs with a minimum of 18 megapixels of resolution. All photos that appear in the final video or photobank are to be edited in large JPEG format.  v. Approach The consultant will review relevant literature, especially the Project Document, and policy documents that relate to mass communication in Nature Forest Management. The consultant shall work in close collaboration with the Project Coordination Unit (PCU), the NFRs Conservators and Tourism officers, communication focal points from TFS and UNDP, to collect information and data for the assignment. The proposed concept, structure, storyline and visual treatment with clear flow shall be reviewed and discussed with the communications focal points at UNDP/TFS. The project team and relevant conservator shall provide the consultant with transport to visit various project sites. The draft documentary shall be reviewed by the PCU and UNDP CO who will provide feedback for incorporation into the final product. Vi. Expected Outputs The consultant is expected to deliver Videography in a multimedia file in English and the second one in Kiswahili with English sub-titles fully edited, and 1000 copies of a brochure that captures success stories in the 4 Nature reserves. For the Videography, the following shall be observed:   * One well edited, high quality, ready to broadcast film up ten minutes including **short films ranging from 30 seconds to 5 minutes;** * Shooting masters of the film are to be retained by the vendor for an agreed period from the date of finalizing the film. * Mixed track master to be submitted to UNDP electronically or in person * Cue sheet of the master (this is different from shot list) * Music cue sheet * Shot list (in case of human interest stories) * B-Roll. The B-roll will contain a selection of the best shots and interviews for selected packages. * Final Scripts in English and Kiswahili (whichever is needed)   If the rights to any existing footage, music, sound, voice or photo are to be procured, copyright license will be in the name of UNDP for all mediums, in perpetuity. These will be ‘on actual cost’ |
| Vii. Time frame, Deliverables and Payment Terms **Timeframe**  The assignment is to be accomplished within **20 effective** working days spread over a period of one-month, effective 29th October 2018. The submission of deliverables shall be agreed upon signing of the contract and as per plan below:  **Deliverables** to be submitted by the consultant will include the following:   1. The proposed concept, structure, storyline and visual treatment before filming the documentary 2. Draft videography and for 4 NFRs draft brochure outlines 3. Fully edited videography multimedia file in English and one in Kiswahili with English subtitles, being a ready to broadcast documentary up to 10 minutes, inclusive of 30 seconds to 5 short films.   **Payment Terms against the deliverables**   |  |  |  |  | | --- | --- | --- | --- | |  | **Deliverable** | **Estimated Duration** | **Percentage of payment** | | 1 | Upon submission and approval of the proposed concept, structure, storyline and visual treatment before filming the documentary | 5 working days | 10% | | 2 | Upon submission and approval of draft videography and for 4 NFRs draft brochure outlines | 10working days | 30% | | 3 | Upon submission and approval of the fully edited videography multimedia file in one English and one in Kiswahili with English subtitles, being a ready to broadcast documentary up to 10 minutes, inclusive of 30 seconds to 5 short films. | 5 working days | 60% |   **Note:**   * The proposed concept, structure, storyline and visual treatment shall be submitted no later than five (5) work days after signing the contract; * A draft documentary will be submitted within seven (7) work days after filming on the ground; * A final documentary incorporating UNDP/TFS recommendations/comments shall be submitted within six (6) working days after the comments and recommendations on the draft are shared |
| Viii. How to Apply |
| Competent and interested Individual consultants must submit the following documents Please submit the following documents:   1. Technical proposal (70 points) comprising of the following:  * Explaining why you are the most competent to conduct the assignment 9maximum ½ page) * Providing a brief description of the proposed work plan and methodology (max.1 page) * Provide evidence of your services from previous engagement at national and international levels * Letter of Confirmation of Interest and Availability using the template provided by UNDP.  1. Personal CV and/or P-11.  * Must include experience in similar assignments and at least 3 references with valid contact details ( please clearly indicate names, valid telephone numbers, and e-mail addresses of referees)   II. Financial Proposal: This shall indicate an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided below. |
| **ix. Technical and Financial Proposal** |
| ***Technical Criteria – Maximum 70 points***  Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation**.**  Cumulative analysis  The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:   * Responsive/compliant/acceptable; and * Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. 70%-30%.   ***Financial proposal - Maximum 30 points:***  Appropriateness shall be computed as a ratio of the proposal’s offer to the lowest price among the proposals received by UNDP.  ***Financial assessment:***  **A lump sum amount approach shall be used with the following expectations:**   * The lump sum amount must be “all-inclusive”; (living allowance * The contract price is fixed regardless of changes in the cost of components; * For duty travels, UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations will be used.  This will give Offerors an indication of the cost of living in a duty station/destination, to aid their determination of the appropriate fees and financial proposal amount, but it does not imply that Offerors are entitled to DSA payment; and   The initial payment includes the actual cost of the IC’s travel to arrive at the designated Duty Station. This implies that the completion of the journey can be considered as one of the deliverables payable upon arrival   |  | | --- | | **X. Application Process and Evaluation Criteria** |   **Application process:**  The consultant should submit current and complete curriculum vitae, technical and financial proposal (in separate submissions) in English with indication of e-mail and phone contact  Applicants are requested to apply online using the following site: [**http://jobs.undp.org**](http://jobs.undp.org)  **Evaluation Criteria**   * Technical Criteria weight; [70%] Financial Criteria weight; [30%]   Only candidates obtaining a minimum of 49 points out of 70 for the total technical evaluation and above would be considered for the financial evaluation   |  |  |  | | --- | --- | --- | | **Criteria** | **Weight** | **Maximum** | | **Relevance of education (based on CV, motivation letter)** | **10%** | **10** | | **Demonstrate proficiency in Language skills (both English and Kiswahili)** | **5%** | **5** | | **Understanding of the assignment (based on the motivation letter)** | **15%** | **15** | | **Relevance of professional experience in production of promotional materials preferably of digital nature.** | **15%** | **15** | | Demonstrated experience in short film production/videography with some engagement with sharing information with national geographic and evidence of documenting success stories through brochures | **25%** | **25** | | **Financial** | **30%** | **30** | |
| **XIII. Qualifications and Experience** |
| Qualification and Experience The consultant should be able to demonstrate excellent communication skills at international levels and a clear track record in photographing development activities across several themes. UNDP/TFS retains copyright over all images shot during this assignment. Where applicable, photo credits will appear as “name of photographer/UNDP&TFS. Some experience with sharing information with national geographic would be an added advantage.  Consultants meeting the required qualifications and experience are encouraged to apply. The successful consultant shall meet the following criteria:   1. Master’s Degree in media and mass communication majoring in videography and broad experience in sharing information with national geographic. 2. Not less than 3 years of experience in production of digital documentary and promotional material related to natural resources management or tourism field with success stories angle. 3. Demonstrated experience in producing videography and printed media products related to environmental and natural resource issues; 4. Excellent knowledge and skills in communication and publication; 5. Familiarity with consultancy tasks by way of having successfully worked on similar assignments in the recent past; and 6. Good communication skills and demonstrated ability to speak and write fluently in English and Kiswahili. |

**Approval**

This TOR is approved by:

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**: Natalie Boucly

**Designation:** Country Director

United Nations Development Programme

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_