



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF CONSULTANCY FIRM

GENERAL INFORMATION

Services/Work Description: **Advocacy Documentary on the Role of the Justice institutions, CSOs, Children Gender, Children and Social Welfare providers to strengthen Access to Justice including Social Service Delivery on SGBV offenses**

Project/Program Title : **Community Access to Justice**

Post Title: [National Consultancy firm](#)

Consultant Level: [Level B \(Specialist\)](#)

Duty Station: UNDP Gambia [Country Office](#)

Expected Places of Travel: [In-country travel](#)

Duration: [25 working days over a duration of 50 calendar days](#)

Expected Start Date: [June 8, 2021/ Immediately after Concluding Contract Agreement](#)

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP), UNFPA and UNICEF, in partnership with the Government of The Gambia, are implementing a Community Access to Justice Project in The Gambia. The Joint Project endeavors to implement a holistic and comprehensive program that addresses both the supply and demand sides of justice delivery. The Joint Project seeks to strengthen the rule of law institutions, Children, Women, and Social Service providers to deliver quality services, empower citizens to exercise their rights, and increase access to justice and social services.

The Joint Project's implementing partners are the Ministry of Justice, the Judiciary, the Gambia Police Force, the Gambian Prisons Service, the National Agency for Legal Aid (NALA), CSOs, NGOs, the ADR Secretariat, the Gambia Bar Association, Ministry of Women Children and Social Welfare. The Project has three outcomes: improved access to justice, especially for women and children who are victims of serious human rights violations; establishing community policing initiative to prevent serious human rights violations and protecting survivors; strengthened justice service delivery system for all citizens.

The Advocacy documentary is a crucial strategy to sensitize and raise awareness on the existing structures to address SGBV and child-related offenses. To support the Government's efforts to increase access to justice and improve justice & Social Services delivery quality. UNDP, UNFPA & UNICEF, through the Peace Building Funded project (PBF), will work in partnership with justice institutions, the Ministry of Gender Children and Social Welfare, Civil Society, NGOs, women's and youth groups to improve social services

and justice for victims/survivors on the rule of law and increase citizen outreach through the documentary. Strategic entry points will be used to address issues related to the Social Services for victims/survivors and the prosecution of SGBV offenses to improve Welfare sectors response to citizen needs and increase citizen confidence in justice and security actors.

II. SCOPE OF THE WORK

The consultancy firm will organize stakeholders' meetings with the SGBV Steering Committee, including the justice sectors (Police Force, Judiciary, The Gambia Bar Association, National Agency for Legal Aid, The Female Lawyer Association) and also, UNICEF, UNFPA, UNDP, and any stakeholders relevant for the initiative with the Ministry of Gender Children & Social Welfare with support from the Ministry of Justice as the lead agency. The steering committee will oversee the planning and implementation of this concept and identify focal points to be interviewed.

The consultancy firm must interview with consent from the selected focal points from each institution, including survivors/victims of SGBV offenses. The victims/survivors' interviews should focus on how they benefited from the existing social services/structures and justice/security sector. The firm will work closely with a psychologist to provide psychological support to victims/survivors during the interview. **NB:** To protect survivors/victims from stigmatization, they must interview them anonymously and not disclose their identity after the exercise.

The services being sought involve scripting, filming, editing, subtitling, export, and archiving for each of the following products to be delivered:

Specific tasks

1. Organize Consultative meeting with the steering committee, including survivors and beneficiaries of the existing SGBV structures.
2. Develop a draft questionnaire for the interview, shared it with the steering committee for inputs, and final draft questionnaire share with the steering committee for validation.
3. Production would cover an estimated 40 to 45 minutes documentary of all SGBV stakeholders' representatives from the justice sector, security sector, social workers, psychologists, survivors/victims, and those relevant to the course.
4. Document all the existing one-stop centers, structures for reporting SGBV offenses
5. Conduct and film interviews of beneficiaries of the initiatives, social workers, justice actors
6. Add on video and photo materials from archives if necessary
7. Editing and post-production of raw materials (including voice-over, music, etc.)
8. Subtitling in English
9. Develop graphics, etc. (if necessary)
10. Share the first draft of the documentary with the steering committee and organize a final validation meeting.



OBJECTIVES

The specific objectives are to raise awareness on the existing SGBV structures and build trust with the community to break the culture of silence, stigma, and shame associated with victims/survivors of SGBV to encourage reporting and prosecution of SGBV related offenses. To ensure that the justice institutions, NGOs, and CSOs are more sensitive in dealing with SGBV cases for the perpetrators to be held accountable.

1. To encourage victims to report cases to the existing SGBV structures.
2. Raise awareness on the damage of social and traditional practices
3. To reach out to vulnerable groups, particularly women and children.
4. Improve coordination and prosecution of SGBV cases
5. To raise awareness among community structures on the availability of quality integrated services for survivors of GBV.
6. Raise awareness among children and communities on the availability of child-friendly services for children in the justice system.

The expected outputs for this assignment are-

1. Video clips on a hard drive or USB Flash Drive
2. Still pictures of interviews, locations etc.
3. Video materials (first cuts, final edits and unedited materials)

NB. The Multimedia Firm must also document consent from interviewees (written or audio)

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Report of consultation meetings with the steering committee	3 Working days	UNDP, UNFPA, UNICEF, Taskforce
2	Submission of first draft of the softcopy of videoclips including consent forms of those interviewed.	15 Working days	UNDP, UNFPA, UNICEF, Taskforce
3	Submission of the second draft of the video clips for validation	5 Working days	UNDP, UNFPA, UNICEF, Taskforce
4	Submission of the final validated video clip on a hard drive or USB Flash	2 Working days	UNDP, UNFPA, UNICEF, Taskforce

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. The consultancy firm shall work closely with the steering committee and under the direct supervision of UNDP, UNFPA and UNICEF -RoL Funded Project

V. ADMINISTRATIVE SUPPORT TO PROSPECT IC

- a. UNDP provides to the prospect IC: **Office Space;**
- b. **The consultancy firm shall be responsible for the arrangement of the workshop(s).**

VI. DURATION OF THE WORK

- a. The duration of the consultancy is **25 working days.**

VII. QUALIFICATIONS OF THE SUCCESSFUL CONSULTANCY FIRM the team of the consultancy firm must be comprised of

a. Academic Qualifications:

- A journalist with a Master's degree in communication
- Editor with experience in video editing.
- Camera man with experience in taking high-quality video

b. Years of experience

- The firm should have at least 5 years of experience in communication and videography.
- The firm should demonstrate previous experience in communication, video editing of films or documentaries.

c. Competencies:

- Demonstrable competency teamwork, excellent communication, analytical, writing and editing skills.

d. Language and other skills:

- Excellent knowledge of English, including Wolof, Fula, and Mandinka
- Capacity to communicate fluently with different stakeholders (Ministry of Justice, Judiciary, Police, civil society, government authorities, local communities, project staff); and
- Computer skills: Strong knowledge of video editing software

e. Compliance with the UN Core Values:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The consultancy firm is required to have the following professional and technical qualifications. **Only the firm that holds these qualifications** will be shortlisted and contacted.



VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, a qualified consultancy firm is expected to submit both the Technical and Financial Proposals. Accordingly, the consultancy firm will be evaluated based on Cumulative Analysis as per the following scenario:

- 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. In this regard, the respective weight of the proposals is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal, and interview (if required))	70%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50*
<ul style="list-style-type: none"> ▪ Criteria b. Technical Competence 		10__**
<ul style="list-style-type: none"> ▪ Criteria c. Relevant Experience 		10__**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Submission of Inception Report	RR	10%
2 nd Installment	Submission of first draft of the softcopy of videoclips including consent forms	"	40%
3 rd Installment	Submission of final validation Report and Final Video clip softcopy and on a hand drive or flash drive.	"	50%

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The Consultancy firm shall not either during the term or after the termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all

materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP, UNFPA, UNICEF & MOJ.

XII. ANNEXES TO THE TOR

- Rule of Law Annual Workplan

This TOR is approved by:

Signature: *Fatuma Silungwe*

Name and Designation: Fatuma Silungwe, CTA ROL

Date of Signing: 17-May-2021