Terms of Reference (ToR)

Short documentary video on the success stories under the UNDP-JSB COVID-19 Response Project

1. Background

The COVID-19 pandemic impacted the course of development immensely as it affected every organ of society. Public health collapsed, economies destabilized, businesses closed doors, and citizens were left in despair. For already vulnerable populations and struggling businesses, the impact was felt more. Small, Medium and Micro Enterprises (SMMEs) in South Africa were amongst the most affected. There were also millions of people who lost their livelihoods and could not afford to acquire Personal Protective Equipment (PPE) such as facemasks to protect themselves and their families. This put communities at a major risk of contracting and spreading the virus without facemasks. South Africa, is also experiencing its third wave of the pandemic, leading to a steep rise in the number of infections which have surpassed the 2 million mark, and posing a myriad of social and economic challenges, and especially to the health system. It became evident that any action taken to respond to the impacts of COVID-19 had to be multipronged and address the economic impacts while also enabling access to healthcare for the socially excluded and vulnerable.

In order to respond and have a quick recovery from the COVID-19 and its associated impact, and with generous funding from the Government of Japan, through its Supplementary Budget (JSB) UNDP South Africa is supporting the Government of South Africa to currently implementing a strategy that will contribute to the strengthening of the national response to the emergency.

The Japanese Supplementary Budget (JSB) project has leveraged UNDP response around the 3 UNDP offers: (i) Health Systems strengthening, which includes procurement and distribution personal protective equipment (PPE) and medical equipment such as autoclaves; and beefing up the capacity of the National Disaster Management Centre (NDMC) (ii) Inclusive and multi-sectoral crisis management, which supports: national and sub-national capacities for planning, coordination and crisis management; safeguarding human rights and protecting vulnerable groups; and community engagement for prevention, response and social cohesion (iii) Addressing the socio-economic impacts of COVID-19 which addresses: meso- and micro-level socio-economic impact assessments on the informal sector and SMMEs; and policy and programme
interventions to address the developmental impacts of COVID-19 for the informal sector and SMMEs and safeguarding progress towards the SDGs

Finally, the project aims to build from existing partnerships with national stakeholders, including the National Disaster Management Centre (MDC), the South African Local Governance Association (SALGA), the Centre for Industrial and Scientific Research (CSIR), the Water Research Commission, and the Departments of Health among others. The project has achieved extensive coverage of UNDP response to COVID-19, both in terms of beneficiaries and geographical coverage.

United Nations Development Programme

UNDP is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in nearly 170 countries and territories, working with governments and people on their solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results. Following the outbreak of the COVID-19 pandemic, UNDP is assisting countries to prepare, respond and recover from the effects of the pandemic.

2. Scope of Work

Under the supervision of UNDP Communication Analyst, COVID-19 Response Team, and the JSB Implementation team, the Service Provider will create a 5-10-minute high-quality and corporate style video highlighting UNDP’s COVID-19 response efforts with special focus on the JSB key output areas, namely: i) health systems strengthening, ii) Inclusive and multi-sectoral crisis management, and iii) addressing the socio-economic impacts of COVID-19. The video documentary will capture the project’s key results, successes and challenges, best practices and lessons learnt from the interventions. The video will serve as a tool to publicize the work of UNDP and its partners (the Government of Japan and their partners), serve as evidence of the joint initiative, and serve as an advocacy tool to lobby for further support. The video will feature several personal stories of beneficiaries, interviews of representatives from UNDP, Japan Government, and key strategic partners, as well as indirect beneficiaries from selected sites. The scope will require travel to 2-3 provinces in addition to Gauteng whereby a UNDP representative will travel with a videographer to the various sites.

The overall message of the video will highlight
• Importance of recognizing the intersection that exists in development issues and a need for multipronged responses;
• Showcase the successes, strength and impact of joint initiatives;
• Position UNDP and the Government of Japan as key partners of the South African government in responding to its development needs.

3. Functionality/Qualifications of the Contractor

The appointed Service Provider must ensure the delivery of professional, comprehensible, and informational video promoting the impact of the UNDP’s work on SMMEs, PPE receivers, and COVID-19 response.

• Develop the documentary film’s overall concept and scenario.
• Develop a production work plan for the assignment including traveling days.
• Interview selected participants for the video project.
• Visit the selected project sites and interact with the local communities/beneficiaries who have been impacted by the JSB-supported projects.
• Develop the documentary script and storyboard to be used in the film.
• Perform appropriate video filming and shoot interviews with the projects’ beneficiaries and stakeholders, and produce high quality project still photographs.
• Present a draft documentary film to UNDP and its partners for comments on content.
• Produce one final documentary film of 5-10-minute long integrating comments. Final product should have English subtitles.
• Adapt the final video into short videos telling the stories per province.
• Incorporate relevant audio-visual material such as background music and scenic videos sourced from public domains or licensed under Creative Commons.
• Deliver the final products through a cloud storage platform; final files will include completed videos in MP4 format and open files (raw project files).

4. Output /Deliverables

• Submit a storyboard and script for the documentary to UNDP for approval before filming.
• Present draft documentary to UNDP and its partners at the end of the field mission and incorporate comments.
• Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
• Present a complete 5–10-minute documentary film version, and hand over master copies of each version to UNDP.
• Submit a 7-10minute DVD copy of the final documentary, high resolution photographs with captions (minimum 5 per location) and short impact stories from the project.

5. Required Qualifications and Experience of the Service Provider
The service provider will be required to have the following:

- More than 5 years experience working in similar field (15%).
- Extensive experience in producing development work related documents and/or documentaries for international organisations with the aim of reaching both local and international audiences (25%).
- Experience in working with UN agencies and other international organizations (10%).
- Local knowledge of the provinces and languages in South Africa (15%).
- Excellent photograph and video editing skills and experience (15%).
- Experience in development communication (20%).

6. **Duration of the Assignment**
The assignment is expected to take 30 working days from the date of signing the contract.

7. **Timeline and Delivery Terms**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Contract Amount (% from Total)</th>
<th>Deliver Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storyboard of the video including Workplan for video production</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Raw version of the filmed video and recorded sound and visual</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>Draft of edited and assembled video</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>Produced final video with UNDP feedback incorporated</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>