**Terms of Reference for**

**Documentary of the Improved Resilience to Climate Change of Communities and Ecosystems (IRCCCE) in Gilgit-Baltistan and Chitral, project per-post interventions.**

**Background:**

The Improved Resilience to Climate Change of Communities and Ecosystems (IRCCCE) in Gilgit-Baltistan and Chitral, project, funded by the Optimus Foundation of Union Bank of Switzerland has been designed by the Aga Khan Foundation (AKF), Aga Khan Rural Support Programme (AKRSP), and Aga Khan Planning and Building Service Pakistan (AKPBS, P), all part of the Aga Khan Development Network (AKDN), a group of private development agencies working to improve quality of life and opportunities for the poor and marginalized. Since 1969, AKF has built a strong presence in Pakistan, with a community needs-informed approach in its program regions to respond to critical emergencies and development gaps.

The IRCCCE project is devised on AKDN’s hallmark community-rooted and community-driven approach and the interventions are based on the needs assessment conducted by AKDN agencies in the wake of the floods to identify priority needs as well as measures to encourage long-term recovery, rehabilitation, and resilience. When designing the project, AKDN used this as a basis and engaged its field teams to identify priority communities and actions within GBC which would be included in the proposed project’s intervention logic. This identification process was done in consultation with local communities and key stakeholders, including the government.

The proposed solutions and interventions are built upon established models that have demonstrated efficacy in enhancing. The climate change models have been implemented with support from GoP entities such as the National Disaster Risk Management Fund and as part of flagship government interventions such as the Ten Billion Tree Tsunami Initiative. These also draw on AKF, AKPBS, P and AKRSP’s work with other donors including UNOPS, KFW, and PATRIP Foundation etc.

In addition to the design of the project, AKF and its implementing partners have undertaken preparatory work to efficiently operationalize the project through the existing footprint and field offices and identify the required human resources, including technical and administrative staff, to implement the project.

AKRSP is seeking high-calibre professional(s)/firm(s) to develop pre & post interventions documentary geographies of the 10 targeted UCs (Ghizer 4 UCs Chitral Upper 4 UCs, and Baltistan 2 UCs). These Terms of Reference (ToRs) highlight the assignment's objective, scope of work and timeline.

**Project Documentary and Storybook:**

The primary goal of this consultancy is to create a documentary that provides a comprehensive overview of the IRCCCE project. This includes showcasing both the pre-project situation (the challenges and vulnerabilities faced by communities and ecosystems) and the post-project interventions (the actions taken to address these challenges and improve resilience). The documentary should cover various aspects such as project implementation of interventions, community engagement, and project outcomes.

In addition to this, the consultant /consulting firm will document at least 20 human-interest or success stories related to the IRCCCE project. These stories should highlight the experiences, challenges, achievements, and impacts of individuals and communities involved in the project. The stories should be accompanied by high-resolution pictures and designed for printing to capture the essence of each narrative visually.

**Documentary Components:**

The documentary will encompass the following components:

* Insights from AKRSP staff members, outlining the project's objectives, its significance, and the methodology employed in collaboration with communities and other stakeholders.
* Perspectives from community members and organizations, providing their viewpoints and experiences regarding the project.
* Highlighting the project's activities and accomplishments, showcasing its tangible outcomes and contributions.

**Objective:**

The objective of the consultancy is to create compelling and informative media assets (documentary and success storybook) that effectively communicate the journey, impact, and success of the IRCCCE project, while also highlighting the resilience and stories of the people and environments involved.

The consultant/Consultancy firm will be responsible for the following tasks:

* Conducting initial meetings and consultations with project stakeholders to understand project objectives and interventions.
* Develop a detailed plan for the documentary production, including filming schedules, interview outlines, and locations.
* Conducting field visits to project sites in selected UCs of Ghizer, Baltistan and Upper Chitral to capture footage and interviews.
* Editing raw footage into a high-quality documentary that effectively showcases the project outcomes.
* Identifying and documenting at least 20 human interest or success stories related to the project, including conducting interviews and capturing high-resolution pictures.
* Designing the success storybook layout and content, ensuring it aligns with project branding and objectives.
* Incorporating feedback from project stakeholders throughout the documentary development process.
* Delivering final versions of the documentary in digital format ready for broadcasting.
* Success storybook in digital formats ready for printing.

**Deliverables:**

The consultant is expected to deliver the following:

* Detailed plan for documentary production.
* High-quality documentary showcasing project outcomes with a duration of 15 minutes and the narration of the documentary should be in English along with English subtitles.
* Submit the following digital files of the documentary:
  + 5 DVDs of the documentary, each with a printed cover.
  + MP4 and HD versions of the documentary.
  + A web version suitable for YouTube, with the necessary coding to embed it on the website.
  + High-definition pictures capturing project activities.
  + A hard drive containing all recorded footage, including raw footage.
* Success storybook with a final design suitable for printing.
* Success storybook containing at least 20 human interest or success stories, accompanying high-resolution pictures.

**Timeline:**

The expected duration of the consultancy is from 2nd May 2024 to 30th September 2024 including field visits, production, editing, and finalization of deliverables.

**Qualifications:**

* The consultant should possess the following qualifications:
* Demonstrated experience in documentary filmmaking, with a portfolio showcasing previous work.
* Experience in storytelling and capturing human interest narratives.
* Proficiency in video editing software and graphic design tools.
* Familiarity with climate change adaptation and community resilience projects is preferred.
* Excellent communication and interpersonal skills.
* Ability to work effectively in multicultural settings and with diverse stakeholders.

**Evaluation:**

Proposals will be evaluated based on the consultant's qualifications, experience, proposed methodology, and budget.

Applicants are required to submit the following as part of the application package.

1. Letter of interest, including the names and contact information of two previous clients who can be contacted regarding relevant experience. Consultants are also expected to disclose any conflict of interest related to this mandate with AKRSP and AKF.
2. Detailed technical proposal of not more than 08 pages demonstrating a thorough understanding of this request for proposals and including the following:
   * + Description of study approach and methodology to capture a highly impactful documentary of the project.
     + Demonstrated previous experience in conducting similar studies and other qualifications outlined in this TOR.
     + A proposed timeframe detailing activities and a schedule/work plan
     + Team composition and level of effort of each proposed team member
3. A financial proposal with a detailed breakdown of costs for the study (considering an additional VAT as per Pakistan’s taxation rules)
   * + Itemized consultancy fees/costs
     + Itemized field visits and footage capturing expenses
     + Itemized administrative expenses.
     + Validity period of quotations
     + CVs of all proposed team members outlining relevant experience (annexed to technical proposal having Singed by the individual)
     + A copy of a previous report of similar work undertaken
     + Copy of legal registration (For registered firms)
     + A Consulting Firm profile (if applicable).

# **Evaluation Criteria**

Proposals will be evaluated based on the following set of criteria:

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| CRITERIA | MAXIMUM SCORE |
| Technical Component | |
| Demonstrated experience in developing documentaries and other relevant communication material | 25 |
| Relevant Education and Technical Experience of Team | 15 |
| Proposed Methodology, and technical expertise | 20 |
| Relevant work experience (Sample work) | 20 |
| Technical Component Total Marks | **80** |
| Financial Component | |
| Realistic and appropriate costs for proposed work | 10 |
| All relevant costs included to carry out the proposed work including loading boarding | 10 |
| Financial Component Total Marks | **20** |
| Grant Total | **100** |

# **Confidentiality and Ownership of the Pictures, Footages, Documents, and Equipment**

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* All the pictures, videos and shoots related to the documentary will be regarded as AKRSP's intellectual property, so the mentioned outputs or part of it cannot be sold or used in any case without the prior permission of AKRSP.
* AKRSP shall be the owner of all the data collected, pictures, footage, documents, etc. prepared by the consultant,
* All the data collected must be handed over to AKRSP before final payment,

**Ethical/Safeguarding Considerations**

*Consent will be obtained before capturing any images, or shooting any video or recordings during the field training sessions, ensuring compliance with AKRSP's safeguarding policy. AKRSP-AKF is an Equal Opportunity Employer and is Committed to Safeguarding and Promoting the Welfare of Children and Vulnerable Adults and Expects all Staff and Partners to Share this Commitment.*