

CALL FOR EXPRESSION OF INTEREST

Cinematographer

Documentary on the level of impact of the Kaduna Home Grown School Programme on their local communities; the role played by the PATS-F project in optimizing its benefits and ensuring accountability and transparency.

SUMMARY

ActionAid (AA) Nigeria is seeking the services of a professional documentary consultant to conduct a documentary on the Kaduna State Home Grown School Feeding Programme, highlighting its key milestones as well as the impact of the PATS-F project in enhancing accountability and transparency in the programme through a 10 minutes video.

AA Nigeria is an affiliate of ActionAid International, which is a global alliance of organisations working towards achieving a world without poverty and injustice in which every person enjoys the right to a life with dignity. As a large and visible development organisation, we work in more than 40 countries in Africa, Asia, Europe and America. Our expertise lies in community-led approaches to development and working through partnerships with the poor and other grassroots organisations.

1. Project Overview: Goal (s) and Outcome(s)

PATS-F Project (Promoting Accountability & Transparency in School Feeding)

To strengthen accountability and transparency in the delivery of the Home-Grown School Feeding Programme.

Project Objectives

1. To support and improve Kaduna state structures and agencies for managing and delivering HGSFP.
2. To support the development of a HGSFP monitoring model by SBMCs in Kaduna state. The Model will have methodologies, process, tools and structure of how SBMCs can monitor the day to day school feeding programme.
3. To strengthen independent monitoring of HGSFP by civil society and the School Based Management Committees in 150 Primary Schools across Kaduna State.
4. To encourage cross learning among Foundation partners working on Home Grown School Feeding programme in Kaduna State and contiguous states.
5. To advocate for improvement of the HGSFP in Kaduna state, based on the result of tracking, monitoring and evaluation

Expected Outcomes

- An effective SBMC monitoring and support model (methodology, tools and processes) of the HGSFP instituted in all public primary school in Kaduna State, adapted from the state monitoring framework of the programme.
- Increased participation of SBMC members in tracking and monitoring the Home-Grown School Feeding Programme in 150 Primary Schools in Kaduna State.
- Contribute to knowledge and Learning on effective model of citizens' engagement of the HGSFP in Nigeria.
- Improved accountability and transparency on the HGSFP in 150 Primary schools in Kaduna State.

The project is being implemented in Kaduna State in 150 public primary schools across 10 LGAs is targeted at improving the quality and quantity of food served to the pupils who are the target beneficiaries.

2. Audience

The target audience for the stories of change documentary is the donor, general public in Nigeria and the Nigerian media. The stories of change documentary should help the audience;

See the level of impact of the Kaduna State Home Grown School Feeding Programme on their local community and the role the PATS-F project has played in enhancing its quality delivery in the State.

Believe that the PATS-F Project has played a vital role in optimizing the benefits of the Home-Grown School Feeding Programme and ensuring accountability and transparency in 10 LGAs in the State.

Do compel the audience to tell the successes of the PATS-F project on social media platforms and inspire the audience to join the action in the demand for quality programme delivery from the government by sharing the PATS-F success stories and inspire the donor to support ActionAid further in expanding the project to other States

3. Tone and Style

The video will tell the stories of impact of the Kaduna State Home Grown School Feeding Programme on their local communities and the role the PATS-F project has played in optimizing its benefits in 10 LGAs.

The interviews should:

- be filmed in the community environs
- be personal, conversational in tone (not formal, serious, or rigid)
- be largely accompanied by B-Roll footage that corresponds to what the interviewee is speaking about (i.e. limited 'talking head')

- include some emotional reaction and/or personal reflection on the process that led to the result rather than just objective narration of technical details.
- The documentary should tell a complete story by triangulating interviews of beneficiaries, community and state level stakeholders while focusing on the issues and stories of change.

Style

1. The video should not be heavily stylized but clear and simple in its filming and editing techniques.
2. There should be close-ups and reaction shots of different community members during any and all community activities (with a higher focus on women, children and youth, and people with disabilities)
3. There should be footage of the community's daily life and environs incorporated into the video to add context.
4. Where state level stakeholders are interviewed, relevant B-roll footages relating to the context should be used.

Tone

The tone of the video should be light, not formal and rigid. It should be positive and upbeat. **The video should be inspiring stories about people and the issues they confront and how the role played by the PATS-F project in optimizing its benefits and ensuring accountability and transparency in the Home-Grown School Feeding Programme.** Please note that it is not about ActionAid, hence the video should focus on people's stories (with ActionAid perhaps playing a facilitating role).

4. Technical compatibility and deliverables

All content should be shot in 16:9 aspect ratios. Standard Definition (SD) footage should be in PAL format, High Definition (HD) footage should be at 50i or 25p frame rates. If there are operational reasons for using any other format, please agree this in advance with ActionAid Nigeria's Communications Unit.

5. Rushes

Consultant will make available to ActionAid Nigeria rushes and master tapes of this project as well as make all reasonable efforts to safeguard the rushes and tapes. In the event of loss of the tapes or damage to them, compensation by You to ActionAid will be limited to no more than a refund of the part of the fee already paid. All outputs for this production belong to ActionAid and cannot be used for commercial or any personal purpose.

6. Deliverables

Considering that the project focuses on 10 LGAs in Kaduna State, the stories will be told from different angles within selected LGAs in Kaduna State.

At the completion of filming, the cinematographer will submit the following specific deliverables to ActionAid Nigeria:

- 10 minutes documentary (showcasing selected LGAs and project overall impact).
- A 2 minutes clip at the national level

- A 2 minutes clip at the state level
- A 90 seconds video highlighting of the project impact (to be used for social media).

Please note: *All videos and raw rushes/footages captured will be submitted on a new external hard drive. The cost of hard drive(s) should be built into production cost.*

7. Assignment Location and Timeline

The assignment will require the consultant to visit selected communities for and attend selected PATS-F project activities at focal LGAs in Kaduna State and national level to capture rushes. This consultancy is for 20 days; 10 days (November 27 – December 6, 2019) for field visit and production scheduled for 10 days (first draft expected by 13th December 2019).

8. Consent & Child Protection Policy

It is *essential* that we are to be able to demonstrate that all contributors (non-ActionAid staff) have given *informed consent* for their names, images and stories to be used. Ideally this should be written consent. A sample consent forms, for individual and a group, are included with this TOR and a final consent form will be provided by ActionAid prior to the first content-gathering trip.

If it is not possible to get written permission (e.g. the situation doesn't allow, the contributor is not literate) please get a verbal consent on video camera – please include the explanation and request as well as the contributor's consent.

If the contributor is under the age of 18, written or on-camera verbal consent must be provided by a parent or legal guardian.

If written or video consent is not given by the contributors and handed over to ActionAid, we will be unable to use the case study.

9. Child Protection Policy

The following guidelines are in line with our Child Protection policy:

- When filming a child, the child's best interests should always be the primary consideration.
- Filming a child should always be a positive experience for them, providing a potential for learning and enjoyment.
- Never photograph a child with the intent to shame, humiliate or degrade them, or perpetrate any form of emotional abuse.
- Children should never be depicted in erotic, seductive, provocative poses or context (even if illustrating trafficking of girls, for instance).
- Ensure that all children represented in images are suitably dressed. We should never use images of nude children, children that appear to be wearing no clothes or children in transparent clothes. We should also never blur nude areas or use props to cover areas that are not clothed.

- The caption of an image of a child should never include the child's full name (Exception: Child Sponsorship material targeted directly to child sponsors.) We should also never disclose personal details, email, postal address and telephone numbers other than if these details have been knowingly and openly provided by the child themselves (See section on Consent Form) and the child is aware that these will be provided with the images.
- Try to show children in their context, showing the reality of their lives, the environments in which they live and the circumstances that make them vulnerable.
- Where possible, show children as active and resourceful. Where relevant, include families, parents or carers.
- Where possible, show how ActionAid works with children, rather than showing them as alone and vulnerable.

10. SHEA and Safeguarding

ActionAid is committed to preventing any form of sexual harassment, exploitation and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place in line with our zero-tolerance approach to Safeguarding concerns.

11. Reporting Lines

The consultant will work, be accountable directly to ActionAid Nigeria's Communications Coordinator and Coordinator, PATS-F project.

12. Terms of Payment

He/She shall be responsible for his/her tax and other statutory obligations. ActionAid shall however deduct the statutory 5% With Holding Tax (WHT) and remit to relevant authority. The Consultant should provide AAN his/her Tax Identification Number (TIN) for the purposes of remittance.

13. Availability

The Consultant will support AAN as agreed in this contract and as subsequently agreed between S(he) and PATS-F Coordinator or any other person authorised to negotiate with him/her on behalf of the organisation. S(he) is therefore to indicate availability within specified timeframe stated in this ToR.

14. Submission of expression of interest

The selected Cinematographer will sign a contract with AAN and is responsible for acquiring other relevant tools needed for the task, Interested Cinematographers are invited to apply by sending a CV detailing competency, links to sample of past works, the execution plan, and any other relevant information, demonstrating skill and experience in this area. **Applicants should include invoice detailing daily rate. *For field visit, please note that ActionAid will cover the cost of accommodation, per diem (feeding) and transportation.*** Applications should be submitted electronically to: procurement.nigeria@actionaid.org and with the subject line PATS-F Cinematographer ***Not later than 12th November 2019.***