

## Terms of Reference (ToR) for Child Issues Based Radio Drama Production

Project Title	Ending Child Marriage Project
Department	Sponsorship Service & Child Protection Department
Type of Assignment	Child Issues based Radio Drama Production
Location	Ekantakuna lalitpur
Expected Delivery Date	31 July, 2020

### 1. Background of the Organization:

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 35 countries around the world. It is headquartered in South Korea and has the fundraising offices in the USA, Korean and Japan. Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people and wellbeing of children through education, health services, child protection, and Disaster risk reduction, income generating activities, advocacy and network building. GNI Nepal has been operating its activities in 19 districts.

### 2. Background of the Assignment

Advocacy has been one of the major tools for maximizing impact and reach of GNI Nepal's programs. GNI Nepal has been implementing many grassroots advocacy activities against social ills prevalent in the communities. Advocacy campaigns, street drama, cultural programs and IEC/BCC materials production and dissemination are some of the major activities for raising awareness.

Child marriage/early marriage is still rampant in communities all over Nepal. Child marriage itself stands as one of the prominent causes of school drop-out, abuse, exploitation, unemployment and neglect. Especially girls are deprived of their fundamental rights to health, education, safety, recreation and freedom. It could leads their life towards dangerous complications in pregnancy, childbirth and domestic violence.

To raise public awareness against child protection issues especially Child Marriage, GNI Nepal intends to produce a radio drama (15 min. weekly episodes) for broadcasting from local FM radio station in its working areas. GNI Nepal expects that the embedded messages would discourage unmarried adolescents from getting married earlier and encourage parents, community members, adolescents, community leaders and early married couples for combating child marriage and ensuring a better future for children. The serialized drama is targeted at children, parents and other members of rural communities of Doti, Darchula, Bajura and other mountain districts.

### **3. Objective of the Assignment:**

The overall objective of the assignment is to contribute in ending child marriage through awareness-raising via 15 minutes long weekly radio drama episodes having educational, informative, behavior changing and recreational contents against child marriage. It is intended to make children aware against child marriage and equip them with knowledge to stand up against child marriage. Similarly, parents and community members are become aware of the adverse effects of child marriage and combat it.

### **4. Scope of the Work**

- Develop overall concept, story and script of 50 episodes of radio drama (each episode will be 15 minutes long) on various child marriage and child protection-related themes.
- Select radio artists for voice-overs and recording personnel.
- The radio drama should address underlying causes (traditional beliefs, cultural practices, misuse of mobile, internet and social media, etc.), and highlight consequences (deprivation of education and parental love, chances of falling into child laboring, unpleasant marital relationship, domestic violence & divorce, adverse effect on childbirth, etc.) and all aspects of child marriage.
- The drama plot should represent cultural aspects of rural communities of Doti/Bajura/Darchula.
- The radio drama content and presentation should not cause social discord or fray cultural and social harmony.
- The drama must be in Nepali language and can incorporate slang or colloquialisms from Doteli Dialect.

## 5. Methodology:

The selected radio drama producer shall;

- Assemble a team of story/script writers, radio/voice-over artists, editor and other personnel as required.
- Prepare a preliminary concept having a plot, characters, onset, climax, and denouement & moral/main message and submit to GNI Nepal.
- Have discussion together with GNI Nepal and revise the concept as per feedback if required.
- Submit a work schedule and hold a meeting with GNI Nepal periodically (preferably at every stage of development) for feedback.
- Submit final script of each episode to GNI Nepal before recording and incorporate feedback.
- Develop/produce final radio drama bite of 15 minutes and submit to GNI Nepal for review and feedback.

## 6. Expected Deliverables

The selected radio drama producer shall deliver the following;

- A preliminary drama concept with plot, characters, onset, climax, denouement and moral/main message
- Submit a work schedule along with resource credentials.
- Provide final script of each episode to GNI Nepal before recording.

## 7. Duration of the Assignment

The assignment may require 42 working days and is expected to be completed within seven weeks from the date of signing of the contract. The expected final work completion date is 31<sup>st</sup> July, 2020. The drama maker should finalize each 15 minutes episode and submit to GNI Nepal.

SN	Task	Work Days
1	Inception meeting with GNI Nepal	2
2	Prepare a preliminary drama concept with plot, characters, onset, climax, denouement & moral/main message	5
3	Prepare and submit final script	15
4	Episode production/recording, editing and finalization	20
Total Number of days required		42

## 8. Budget

The media company/radio drama producer shall submit a total budget with a detailed breakdown including applicable taxes at the time of proposal submission. The proposal should have clear

distribution of budget on each heading required, the amount of which will be agreed between GNI Nepal and the selected radio drama producer.

GNI Nepal will make payment in three installments;

- **First installment:** 30% of the agreed amount upon submission of final story/drama scripts with work schedule.
- **Second installment:** 30% of the agreed amount upon submission of 60% of final bites (15 minutes long 30 episode).
- **Third installment:** 40% of the agreed amount upon submission of the all agreed works.

## 9. Acceptance of Proposal

All rights are reserved with GNI Nepal either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, media company/radio drama producer will be asked for modifications and presentations of the proposal before approval.

## 10. Management of the Work

The selected media company/radio drama producer will manage all the required resources and be accountable for the timely delivery of the quality products. However, the media company/radio drama producer can consult with any other experts (specialists) if required during the contract period but no additional cost will be borne by GNI Nepal (to consulted experts).

## 11. General Qualifications of the Media Company/Radio Drama Maker

The media company/radio drama producer will be required to have the following:

- Comprehensive experience in drama writing, editing, and production.
- Extensive experience in producing issue-based radio dramas for rural children/communities.
- Knowledge of target audience and local languages will be an added advantage.

## 12. Composition of the Team Members

All team members should have a proven experience in radio drama producing. Please, send in a detailed CV of all the team members who will be involved in carrying out the proposed assignment including academic qualifications, training and work experiences.

## 13. Responsibilities of GNI Nepal

The following are the responsibilities of GNI Nepal;

- Reviewing and approving the drama concept, story, work plan and approaches.
- Reviewing and providing feedback upon recorded draft episodes.
- Paying relevant costs related to this assignment and agreed upon in the contract.

## **14. Responsibilities of the Media Company/Radio Drama Producer**

The selected media company/radio drama producer will be responsible for carrying out all of the tasks outlined in this Terms of Reference (ToR) and ensure the delivery of outputs stated above within the agreed budget and timeline.

## **15. Termination of the Contract**

GNI Nepal will terminate the contract if the media company/radio drama producer commit a breach in the performance or observance of its obligation under this ToR. The media company/radio drama producer shall be notified in written form within a week prior to the termination of the agreement.

## **16. Confidentiality**

During the performance of the assignment or any time after expiry or termination of the agreement, the media company/radio drama producer should not disclose or share any information to third party or person. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of GNI Nepal.

## **17. Intellectual Property Rights**

All data/information pertaining to this assignment belonging to GNI Nepal, which the media company/radio drama producer team may come into contact with in the performance of their duties under this consultancy shall remain the property of the GNI Nepal who shall have exclusive rights over their use.

The copyright of the entire outputs/deliverables/products (script, bites, music) under this ToR will belong to GNI Nepal.

## **18. Documents and Samples to be Submitted**

The application shall contain following documents:

### **A. Technical and Financial Proposal**

- Technical Proposal: Concept of the story, production methodology, work plan and a list of resources to be used.
- Financial Proposal: Detailed budget breakdown including taxes

### **B. Samples of prior work**

- Link to at least three relevant samples of work previously produced by the drama writer and producer.

### **C. Details of the Company/firm**

- media company/radio drama producer scripting and production profile with relevant experiences
- CV of the team leader and members

- A copy of company/organization registration
- A copy of tax clearance certificate
- VAT/PAN registration
- Audit report
- Other relevant documents

The EOI should reach the address below via courier/hand delivery and e-mail by 01 June 2020, 17:00 hrs (Nepali Time). Please, enclose the application and proposals in an envelope and mark it “**Expression of Interest (EOI) for Child Issues Based Radio Drama Production**” and submit at:

**Good Neighbors International, Nepal**

Ekantakuna-13, Lalitpur, Nepal

GPO: 8975, EPC 1605, Kathmandu, Nepal

Email: [eoig@gninepal.org](mailto:eoig@gninepal.org)