

**Terms of Reference (ToR) for
DOCUMENTARY PRODUCTION of
EARTHQUAKE RESPONSE & RECOVERY (2015-2019) INTERVENTIONS**

Project Title	Earthquake Response Video Documentary Production
Department	Program Development Department
Type of Assignment	Video Documentary Production
Location	Gorkha District (Phinam, Lapu, Manbu, Thumi, Aruarbang and Kalleri) and Nuwakot (Bidur Municipality, Suryamati, Belkot, Thaprek, Panchakanya, and Ghyangphedi)
Expected Delivery Date	29 February 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. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 200 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building.

Good Neighbors International (GNI) Nepal has been working in Nepal since 2002 with the objective of improving lives of the poor people especially children through education, child protection, and income generating activities, health, WASH, and disaster risk reduction. GNI Nepal has been operating its activities in 22 districts.

2. Background of the Assignment

The April 25th Earthquake struck the people of Nepal very hard. Two of our project districts: Gorkha, and Nuwakot were some of the worst affected districts. Gorkha being the epicenter suffered the most.

GNI Nepal's emergency response in Gorkha was also mostly concentrated in five former VDCs: Aruarbang, Finam, Lapu, Manbu and Thumi of the Gorkha District. We provided, non-food items

(NFI), education, health care and WASH services, protection, and food security and economic recovery support to the earthquake survivors.

As a continuation of its relief and recovery work, GNI Nepal reconstructed 43 drinking water systems, 7 schools, 4 health posts, 5 Outreach clinics, 7 toilet blocks in Lapu, Thumi, Manbu, Arkhet, Arughat, Soti, and Finam areas in Gorkha.

Additionally, GNI Nepal with support from the Korea International Cooperation Agency (KOICA) implemented Health System Recovery Project (HSRP) in two Municipalities and five Rural Municipalities of Nuwakot District from December 2015 - June 2019 for improving the health status and psycho-social well-being of community members through post-disaster recovery. 10 former VDCs of Nuwakot (Belkot, Charghare, Duipipal, Ghyangphedi, Likhu, Okharpauwa, Panchakanya, Ratmate, Suryamati and Thaprek) were reached under the program.

To raise public awareness of our work, strengthen partnerships, and improve advocacy efforts as well as the gain guidance for our future programs, GNI Nepal intends to produce a video documentary that captures the key program results, best practices/lessons learnt, successes, and challenges from the projects.

3. Objective of the Assignment

The overall objective of the assignment is to produce a 12-15 minutes long, high quality video documentary along with three donor focused short documentaries using the same material that provide a clear and compelling narrative of GNI Nepal's earthquake response, recovery and reconstruction activities and the impact they have had in lives of the earthquake survivors of Gorkha and Nuwakot districts. Voices, perspectives, good changes, best practices, and lessons learned are also to be included.

4. Scope of the Work

Under the direct supervision of the Program Development Coordinator, the media company/documentary filmmaker will be required to do the following:

- Develop the overall concept, script, storyboard and shooting schedule of the documentary jointly with GNI Nepal team.
- Interview selected 60 beneficiaries/stakeholder in the local communities, GNI Nepal staff
- Visit 11 project sites: Phinam, Lapu, Manbu, Thumi, Arbang and Kalleri of Gorkha District and Bidur Municipality, Suryamati, Belkot, Thaprek, Panchakanya, and Ghyangphedi of Nuwakot

District, build rapport (which would be facilitated by GNI Nepal) with the local beneficiaries and stakeholders (individuals, groups, and communities) and shoot their interviews and B-rolls.

The shooting should cover GNI Nepal's work in Gorkha and Nuwakot districts at the following stages;

I. Response

How GNI Nepal delivered relief to the earthquake hit people of Gorkha in the immediate aftermath of the Nepal Earthquake in different areas of Gorkha. Interviewees: GNI Nepal staff, school teachers, families, individuals and stakeholders, local leaders.

II. Reconstruction

Interviewees: Drinking water system committee members, students, teachers, head teachers, health-post in-charges, health post personnel, local leaders, community members, on-site technicians, GNI Nepal staff.

III. Recovery

Coffee farmers, cardamom farmers, district public health office Nuwakot personnel, female community health volunteers, girl club members, head teachers, teachers, health-post in-charges, health post personnel, local leaders, community members, on-site technicians, GNI Nepal staff,

5. Methodology:

The selected documentary filmmaker/media company/firm shall;

- Assemble a team of script writer, editors, camerapersons, drone operator, sound persons and other personnel as required
- Use the latest filming, audio recording and lighting equipment/accessories (preferably mirrorless cameras capable at least 2K resolution, shotgun microphones, drones, gimbals, prime lenses)
- Submit a work schedule and hold a meeting with GNI Nepal periodically (preferably at every stage of development) for feedback
- Make recommendations to GNI Nepal in technical aspects related to the assignment whenever needed
- Include drone, and time-lapse footage
- Ensure quick and quality pre- and post-production process
- Ensure an overall cinematic look/feel, crisp video/audio quality, and high level of creativity throughout

6. Expected Deliverables

The selected media company/documentary filmmaker is obliged to work jointly with GNI Nepal for carrying out all pre to post production activities and deliver the following;

- Submit a storyboard and draft of the script of the documentary along with interview questions to GNI Nepal for review before filming
- Share all the raw video footage with GNI Nepal after the shooting completes at project sites for feedback
- Voiceover (narration) in Nepali and English language along with subtitles in both the languages
- Present a finalized 12-15 minutes long high-definition (at least 2K) documentary with voiceover both in Nepali and English languages
- Present three short donor focused 3-5 minutes long high-definition (at least 2K) documentary with voiceover both in Nepali and English languages
- Hand over two master copies of each version to GNI Nepal in MP4 or a similar or better format
- Provide edited 20 short video clips (mostly of the interviews) including B-rolls for uploading to GNI Nepal website, YouTube, Facebook, Instagram, etc

7. Duration of the Assignment

The assignment may require 30 working days and is expected to be completed within six weeks from the date of signing of the contract. By the end of this period, a draft version of the documentary must be submitted to GNI Nepal for review and it shall be finalized by the media company/documentary filmmaker within one week after obtaining comments and feedbacks. The finalized documentary shall be provided before the end of Feb 2020.

SN	Task	Work Days
1	Inception meeting with GNI Nepal	1
2	Preparation of detailed methodology (script, storyboard, narration, questionnaires, checklists, documentary guidelines) of the documentary	4
3	Field visit, filming in project areas, interview with beneficiaries and GNI Nepal District and Head Office Staff and line agencies staff	11
4	Post-production	10
5	Feedback incorporation after 'pre-finalized' documentary submission	3
6	Final documentary submission	1
Total Number of days required		30

Nuwakot Shooting Schedule						
	Date	Departure	Filming Location	Interviewees	Night Stay	Remarks
Day I	Jan-13	Kathmandu	Likhu RM and Suryamati HP	Mayor, HP in-charge, ANM, HP visitors	Bidur	
Day II	Jan-14	Bidur	Belkot (Belkot HP and Panchakanya HSS)	HFOMC Chairperson, FCHVs, Panchakanya School, Girls club members /advisors, headteacher	Bidur	
Day III	Jan-15	Bidur	Thaprek/Panchakanya	School, FCHVs, Girls Club, teachers participated PSS program	Bidur	
Day IV	Jan-16	Bidur	District Hospital and Ratmate	District Hospital, Siladevi S, GFT, DWS, Waste Management, Water-lifting, teachers participated PSS program	Kathmandu	

Gorkha Shooting Schedule						
	Date	Departure	Filming Location	Interviewees	Night Stay	Remarks
Day I	Jan-20	Kathmandu	Gumda	xxx	Gumda	Vehicle returns to Soti
Day II	Jan-21	Gumda	Lapu	Kalratri SS		2 hrs walk
		Kalratri SS	Lapu Besi	Lapu HP and ORC	Soti	3 hrs walk
Day III	Jan-22	Soti	Thumi	Ganesh SS and Thumi HP, DWS Japan	Aarughat	
Day IV	Jan-23	Aarughat	Manbu	Manbu HP, DWS Japan	Manbu	
Day V	Jan-24	Manbu HP	Ganesh BS, Manbu	Ganesh BS, Manbu	Aarughat	
Day VI	Jan-25	Aarughat	Aarbang	Sthanika BS, ORC, Indrakanya BS	Gorkha Bazar	
Day VII	Jan-26	Gorkha Bazar	Phinam	DWS, Phinam HP, ORC and Saraswoti SS, Dhungegade BS	Gorkha Bazar	
		Gorkha Bazar	xxx	xx	Kathmandu	

8. Budget

The media company/documentary filmmaker shall submit a total budget with a detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fees plus travel and accommodation costs (if this is the case) and other applicable budget lines, the amount of which will be agreed between GNI Nepal and the media company/documentary filmmaker.

The media company/ documentary filmmaker shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

GNI Nepal will make payment in three installments;

- **First installment:** 30% of the agreed amount upon submission of storyboard, script, and filming plan.
- **Second installment:** 40% of the agreed amount upon submission of an acceptable 'pre-finalized' documentary.
- **Third installment:** 30% of the agreed amount upon submission of the finalized documentary.

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, the media company/ documentary filmmaker will be asked for modifications and presentations of the proposal before approval.

10. Management of the Work

The selected media company/ documentary filmmaker will manage the study and be accountable for the timely delivery of the quality products. However, the media company/documentary filmmaker can consult with any other experts (specialists) if required during the contract period.

11. General Qualifications of the Media Company/Documentary filmmaker

The media company/documentary filmmaker will be required to have the following:

- Comprehensive experience in film/documentary making, film editing and post production
- Extensive experience in producing development work-related documentaries for international organizations with the aim of reaching both local and international audiences
- Excellent technical skills and state of the art film making equipment
- Experience in communication for development will be an added advantage
- Knowledge of the filming locations and local languages will be an added advantage

12. Composition of the Team Members

All of the team members should have a proven experience in documentary/film making. Please, send 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;

- Providing reference material and thematic cases for documentation
- Reviewing and approving the work plan, including schedule for filming, timeframe, and approaches
- Facilitating in establishing contact with concerned field staff and interviewees (individuals, groups, communities, stakeholders)
- Coordinating field visits, fixing shooting/interview appointments, identifying contents/stories, and capturing the video footage
- Guiding the entire pre and post production process and provide feedback as and when required
- Paying relevant costs related to this assignment and agreed upon in the contract

14. Responsibilities of Media Company/ Documentary filmmaker

The media company/documentary filmmaker 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/ documentary filmmaker commits a breach in the performance or observance of its obligation under this ToR. The media company/ documentary filmmaker 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/documentary filmmaker shall not disclose to any person or otherwise make use of any confidential information which the company/documentary filmmaker has obtained or may obtain in the course of the project relating to partner organizations and GNI

Nepal. 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 documentary filmmaker(s) may come into contact with in the performance of his/her, 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 (storyboard, script, video footage, audio files, photos, documents, finalized documentary, etc.) 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 note of the approach, methodology, work plan, shoot schedule, and a list of audio, video, lighting and post production equipment/accessories/softwares to be used.
- Financial Proposal: Detailed budget breakdown including taxes

B. Samples of prior work

- Link to at least five relevant documentaries or samples of work previously produced by the documentary filmmaker or media company

C. Details of the Company/firm

- Company/firm/documentary filmmaker's 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 29 December 2019, 17:00 hrs (Nepali Time). Please, enclose the application and proposals in an envelope and mark it “**EOI for Earthquake Response and Recovery Documentary Production**” and submit at:

Good Neighbors International, Nepal

Ekantakuna-13, Lalitpur, Nepal

GPO: 8975, EPC 1605, Kathmandu, Nepal

Email: eoi@gninepal.org