



Title: Individual National Consultant to produce a documentary on the PASS Project under the UNFPA-UNICEF Global Program to End Child Marriage

Purpose: The purpose of the assignment is to provide video documentation services to document promising programme strategies to promote learning and sharing among key stakeholders at all levels. It is also to share good practices with other country offices and use the products as visibility material, presentations, advocacy and general communication needs on a variety of platforms.

Location/duty station: Ghana Country Office, Accra

Duration: 10weeks

Expected start date: 9th November 2020

Background

Child marriage is one of the corporate priorities for UNFPA and UNICEF, as reflected in their respective strategic plans for both 2014-2017 and 2018-2021. In January 2015, the two agencies initiated an inception phase to develop a global programme to end child marriage, within the context of the UN reform agenda. Throughout the inception and first phases, UNFPA and UNICEF agreed on the value of a harmonized global vision captured in a programmatic framework that allows for diversity and country-level adaptation, in accordance with the Quadrennial Comprehensive Policy Review (QCPR) of UN operational activities for development.

Since 2016 UNFPA and UNICEF in Ghana (One of the 12 countries implementing the programme) have been contributing to the Joint Global Programme to end Child Marriage through various initiatives implemented by both Government and Civil Society Organisations. The project targets adolescent girls (ages 10-19) at risk of child marriage or already in unions. **The expected outcome of the global programme is for** “girls to fully enjoy their childhood free from the risk of marriage; experience healthier, safer and more empowered life transitions while in control of their own destiny, including making choices and decisions about their education, sexuality, relationship formation/marriage, and childrearing.” The initial phase of implementation commenced on 1 January 2016 to 31 December 2019. Currently, the implementation of the second phase of the programme is ongoing.

One of the key components of the Ghana programme is the Promoting Adolescent Safe Spaces (PASS Initiative), being jointly supported by UNFPA and UNICEF. This component of the programme is being implemented by two NGOs namely International Needs Ghana (INGH) and Northern Sector Action Awareness Centre (NORSAAC). The NGOs contracted by both UN agencies employ similar approaches and project strategies to empower adolescent girls, using the Safe space methodology to resist child marriage

and other sexual and gender-based violence issues and also support them to explore and develop their full potential. The main outcomes of the PASS programme are:

- **Outcome 1:** Adolescent girls at risk of and affected by child marriage are better able to express and exercise their choices
- **Outcome 2:** Communities and households demonstrate positive attitudes and behaviors toward investing in and supporting adolescent girls
- **Outcome 3:** Relevant institutions at the district level delivering quality and cost-effective services to adolescent girls and facilitating preventive and responsive services at the community level in collaboration with community level structures and clubs.

The PASS project is currently being implemented in fifteen communities in three districts in the **Central Region** – Komenda-Edina-Eguafo Abrem (**KEEA**), Cape Coast and Mfansiman Municipal Assemblies and 70 communities across the **Northern Region** – Tolon, Kpandia and Tatale/Sanguli Districts ; **North East Region** – West Mamprusi and Mamprugu Moagduri Districts and **Savannah Region** – Bole districts.

UNFPA and UNICEF Offices in Ghana plan to jointly commission a video documentary of the PASS project being implemented under the Joint UNFPA-UNICEF Global Programme to End Child Marriage (GPECM). The video documentary is expected to document the best practices and strategies employed by the implementing partners during the COVID-19 Pandemic.

Justification

The video documentary is one of the activities in the 2020 Annual Work Plan under the UNFPA-UNICEF Joint GPECM and also reflected in the 2020/21 AWP of the Child Protection Section. The communication teams of both agencies do not have the in-house capacity and expertise to shoot and produce the documentary for the intended purposes, especially, especially advocacy with relevant duty bearers, hence the need to advertise and recruit an individual contractor to provide this service.

Objective

The overall objective of the assignment is to produce a documentary film on the PASS projects implemented by International Needs Ghana and NORSAAC, highlighting best approaches, best practices, achievements and real impacts in the projects within the context of the COVID-19 Pandemic. Specific objectives of the documentary include

1. To document the best practices and strategies utilized by the implementing NGOs in the roll out of the PASS project.
2. To document the roles and contributions of different actors towards addressing issues of adolescent girls and child marriage
3. To produce a high-quality 20-25minute video to ensure visibility for key activities implemented during the Covid-19 under UNFPA/UNICEF Joint Programme in Ghana
4. To produce a video documentary to complement the programmatic and advocacy efforts under the Joint Programme to end child marriage in Ghana.

Methodology and Scope

The process to produce the documentary will be very inclusive and participatory for all the agencies and key partners involved in this process. Scenes/contents of the documentary should reflect activities from project sites of both International Needs and NORSAAC. The scope and focus of the documentary will be based on the options presented below:

- Option 1: The use of re-programmed approaches to reach girls during the COVID-19 pandemic including virtual platforms such as Virtual Safe Spaces, COMPASS, etc as well as face to face meetings with reduced numbers and the use of hygiene protocols such as the tippy taps-
- Option 2: Stakeholder engagement sessions through the Gendered Model households and Parent/Adolescent engagement sessions
- Option 3: A combination of both options depending on the length of the documentary

Specific Tasks/responsibilities

Under the direct supervision of the Joint UNFPA/UNICEF Project Team, the service provider shall be required to do the following:

- Develop the overall documentary concept/script based on the scenarios presented above.
- Develop the documentary script and story board to be used in the shooting and production of the documentary.
- Interview selected participants for the film who will include implementing partners and beneficiaries and other relevant stakeholders involved in the implementation of the projects.
- Conduct field visits to the project sites (Central and Northern and North East Regions) to shoot the documentary as per scenarios presented/selected
- Perform appropriate video filming and shoot interviews with the project's major beneficiaries and stakeholders.
- Present a draft documentary for review/comments.
- Incorporate the comment and produce a final 15-20-minute documentary on DVD and raw footage to UNFPA/UNICEF project team.
- Produce short versions of between 3-5mins from the full documentary for digital (social media, etc) and targeted advocacy purposes

Deliverables and Time Frame for Submission

1. Submit a storyboard and script for the documentary for approval before filming – **2 weeks after signing the contract**
2. Present a workplan including a draft itinerary for field visits to project sites for filming – **3 weeks after contract**
3. Present draft documentary to UNICEF/UNFAP project team at the end of the field mission for review and incorporation of comments – **7 weeks after contract**
4. Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories – **9 weeks after contract**
5. Present a complete 15-20 minute documentary film version, and short versions and hand over 2 master copies of each version to the UNFPA/UNICEF project team – **10 weeks after contract**

Outputs will be delivered in the following standards and formats identified below.

- Raw rushes of footage
 - Two copies of footage in appropriate digital format to be specified
 - Cut to specification documentaries/, slides and other materials as would be requested out of the footage.
 - Shot lists, story lines and video log
- Final version must be approved by the Joint UNFPA-UNICEF Project Team

Please note that the process of review towards finalization shall not attract any cost as well as the format in which it is requested. E.g. DVD or CD/pen drive.

The equipment listed below are the basic requirements needed to be considered for the assignment

- High definition camera(s) including Go Pro
- Sound equipment – boom and accessories
- Lights and related accessories
- Editing suite
- Professional microphones
- Graphic design equipment
- Drone camera
- Tracks and mobility equipment

Supervision and Reporting Arrangement

The Consultant will account to focal persons from the Joint UNFPA-UNICEF project team with an overall clearance from the Communications Managers of the 2 Agencies.

Budget and Payment Schedule

Service Providers are requested to provide the rates for the services below in Ghana Cedis

If the time increments specified are not sufficiently detailed, please add additional costs that will be incurred for additional minutes beyond the specified time frames. Note that UNFPA-UNICEF uses approach of lowest bidder.

Documentary Production (time length of 15-20 minutes)

Particulars

- Concept
- Equipment hire
- Voice over recording, including studio costs
- Editing
- Sound effects, animation and graphics
- English translation of productions/presentations in local languages.
- Travel cost to the field/project sites
- Other costs (pls. specify)

Payment schedule

30% after submission of Concept and Workplan

40% after submission and review of draft

30% after submission of final and approved video documentary.

Expected Qualifications, Experience, specialised knowledge/skills and competencies

- At least Five years' experience filming and editing high-quality footage – One show reel demonstrating this ability required. (Max 2 mins)
- University Degree in Communication or related field. Minimum level of a Diploma with at least 8 years of relevant professional experience could be considered. Consultant with professional audio and video capacity – (equipment details required)
- Demonstrate ability to edit to a two-minute long film without losing the essentials of an assignment – content, technique and editing. One video demonstrating this ability required.
- Previous experience of taking footage in development situations from UN or similar organization is an advantage.,
- Experience working in rural Ghana, and knowledge of development landscape in the country or in similar context acceptable.
- Knowledge on socio-cultural issues including gender analysis will be an added advantage
- Fluent in English
- Track record editing for social media platforms is an advantage.

Copyright, Patents and other Proprietary Rights (if applicable)

UNICEF and UNFPA shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At UNFPA-UNICEF request, the Consultant shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNICEF and UNFPA in compliance with the requirements of the applicable law

General Conditions: Procedures and Logistics

- The contractor should provide his/her own materials, i.e. computer, office supplies, etc.
- Any assignment within the agreement will include paid DSA if overnight travel outside Accra is involved.
- All local travels will be initiated by the supervisor and agreed with the Consultant.
- Consultant shall make all travel arrangements to the field and factor the cost into the budget
- When travelling with UNFPA-UNICEF staff to field or projects sites, consultant will be authorized to have access to UNICEF transport following UNICEF travel rules and regulations.
- Final payment will be made only after completion of deliverables.

Note: Consultants in practice are external and therefore do not have a direct right to access UNFPA-UNICEF resources.

Policy both Parties should be Aware of

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNFPA-UNICEF and the consultant or Contractor.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.
- Consultant will be required to travel only on approved Travel Authorization (TA).

Application Procedure:

Interested candidates should apply via ghana.office@unfpa.org and submit the following:

- (a) A technical proposal: Letter of Interest, stating why you consider yourself/your firm suitable for the assignment
- (b) Firm/company profile on handling related assignment
- (c) Personal CVs for individual consultant highlighting qualifications and experience
- (d) Contact details of referees which shall be organizations for whom you have produced films or documentaries
- (e) Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.
- (f) Both technical and financial proposal shall not exceed five pages
- (g) In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within time frame.
- (h) Two examples of previous work done should be attached (this is very important please).

ESSENTIALS TO BE SUBMITTED WITH APPLICATION, THIS WILL BE ONE OF THE MAIN COMPONENTS OF THE SELECTION CRITERIA.

CV including 1 disc or USB which includes a show-reel of not more than two minutes and a two-minute clip of one documentary which showcases skill and technique and preferably in a rural Ghana – or similar – context.

Deadline for submission: **4th November 2020**

<https://ghana.unfpa.org/en/vacancies/individual-national-consultant-produce-documentary-pass-project-under-unfpa-unicef-global>