TERMS OF REFERENCE

VIDEO PRODUCTION CONSULTANCY

Organization	Lutheran World Federation- Kakuma
Project	Video production
Position type	Consultancy
Duration	1 Month
Reporting to	Protection and Social Cohesion Manager
Working with	Youth Officers
Starting date	Immediate
Application deadline	10th November 2021

1. ABOUT LWF

The Lutheran World Federation, World Service (LWF-WS) Kenya Program has been operational in Kenya since 1992 empowering refugees and host communities in Kakuma and Kalobeyei to rebuild their lives. LWF Kakuma implements programmes ranging from Youth and Child protection, Livelihoods and food security, Education, and Peace building/ Social cohesion. LWF youth protection and development program targets youth of age 15-35 years from refugee and host communities in Kakuma and Kalobeyei. The programme focuses on **Youth protection**; creating safe spaces for youth. **Youth empowerment and skills development**; creating opportunities for youth through mentorship and vocational skills training. and **Talent Development**-Developing and marketing youth talents through sports and other talents. Based on this background LWF is looking for consultant or consulting firm to provide videography services that will promote the marketing of youth talents and skills.

2. Video production objective

LWF invites bids from competent firms or individual consultants to submit their Expression of Interest for consultancy services to undertake production of video documentary on "**Kakuma Got Talent: Show casing refugee talents"**

The video is intended to communicate and inspire communities, Private sectors, donors, stakeholders and the public on refugee talent and skills, with a focus on advertising and marketing. The video will also be used to orient and inspire new

partnerships, and to give to a general audience a sense of the programme purpose. It will also be shared on the Kakuma Got Talent website and social media.

Kakuma Got Talent is a talent search event organized by the Lutheran World Federation, with support from UNHCR, Dan Church Aid and other donors. It brings together over 700 talented refugees and local residents who showcase their skills in music, dance, modelling and comedy. The competition happens annually at the Kakuma Refugee Camp. This opportunity gives young people in Kakuma the limelight necessary to transition from local artists to the mainstream market. Kakuma Got Talent aims to discover and expose creative talent among the refugee and host communities.

SCOPE OF THE ASSIGNMENT-Deliverables

Under the supervision of the Communications Officer, the specific roles and responsibilities are:

- In collaboration with the communication officer, conduct field visits to collect footage
- Conduct interviews with Kakuma Got Talent winners.
- Provide raw footage of all video interviews undertaken with interviewees. All videos produced must be of the highest quality.
- The consultant shall use their own HD quality video camera and professional editing software.
- Record and edit narration/ voice over where needed in according with guidance from relevant key.
- Embed sub-titles in the video as per need.
- Audio balance the final product and convert it in formats for use on TV, radio, web, social media.
- Provide final edited 2-4-minute Video per interviewee
- Produce professional photos of the interviewees

Reporting requirements

- The consultant will report to the Communication Officer, who will regularly communicate with the consultant and provide feedback and guidance on

their performance and all other necessary support so to achieve objectives of the assignment, as well as remain aware of any upcoming issues.

- All activities and deliverables undertaken by the consultant shall be discussed and planned in consultation with LWF.
- The consultant is expected to deliver each component of the work plan.

Qualifications and experience:

The consultant is expected to possess the following qualifications:

- At least three years of experience in videography/video editing.
- Demonstrated experience of conception, production and editing of video documentaries.
- Experience covering social, humanitarian and development subjects will be an asset.
- Knowledge on ethical standards in reporting on issues related to children will be an asset.

Technical and financial proposal:

Interested individuals will submit a Technical and Financial Proposal, with description of their experience, as well as a portfolio of previous works.

Structure of the Technical Proposal

The Technical Proposal should include, but not be limited to, the following:

- Short profile, including CV, Degree in videography-related studies, references;
- Detailed individual portfolio (web links to produced videos) showcasing range of work (i.e. Interviews, documentaries, etc.).
- At least three professional referees
- Production capabilities: quality video production, including related hardware and editing software.
- Do not attach your testimonials or certificates.
- Only shortlisted candidate/s will be contacted.

Financial proposal

- The financial proposal shall specify an all-inclusive fee for the video production. The Financial Proposal should be in local currency (ksh).

Timing and Location

- This consultancy will take up to 15 days of field work, including travelling, editing and reporting, beginning upon the signature of contract with LWF. Timing: December 2nd – December 15th
- Location: The consultant will have to travel to Kakuma refugee camp.
- LWF will provide logistical support including arranging flights, accommodation and field visits

Payment Schedule

- Payments will be made in two instalments: 30% after delivery of work plan, and shooting schedule and 70% after delivery and approval of video.

Submission of bids

- Qualified candidates are requested to submit one document not exceeding 5 pages as a single attachment covering both technical and financial aspects.
- The proposals are to be submitted by 15th November 2021 4:00 PM EAT.

Email Subject line should read "Consultancy services to undertake Video production for Kakuma Got Talent."

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