

Terms of Reference for Video Documentation of Project Results

1. Context

Twin, through over 30 years of work with smallholder coffee farmers, has demonstrated that escape from this poverty cycle is possible, if farmers can realize the full potential of their coffee as a high quality and certified specialty product, strategically placed in international markets. Tackling quality, productivity, price risk management and access to finance are all essential to enable producers to take advantage of this opportunity.

Twin is currently implementing a two year project funded by Trade Mark East Africa (TMEA) to strengthen export capabilities in the coffee sector. The project is being implemented in 20 cooperatives in Rwanda and Burundi with a specific focus on;

- Supporting cooperatives to attain certification and develop infrastructure in accordance to certification standards,
- Increasing access to the international specialty market,
- Improving quality of coffee produced by the cooperatives,

2. Objective of Assignment

Twin seeks qualified, experienced and innovative Development Communications Consultants or Company to produce a video to document the changes resulted from the project's implementation as the project will be closing by June 2018. The consultant will be required to develop a video script that will be turned into a **3-4 minute** visually compelling, attention grabbing video that tells TWIN's story.

Scope of Assignment

Under the Twin & TMEA supervision, the consultancy firm will be required to:

- Conduct an inception meeting
- Develop and deliver for discussion with assigned manager a **pre-shoot script**
- Ensure that all legal requirements are taken care of.
- Work in coordination with the project external evaluator.
- Visit project sites and interview selected interviewees for the film who should include, washing station managers, cooperative boards, marketing bodies and other stakeholders.
- The consultant will be expected to translate and ensure that the video has English subtitles whenever Kinyarwanda, Kirundi or French are spoken in the video.
- Present a draft video for comments
- Incorporate comments and produce a final version of the video in the MP4 format.

3. Deliverables

The required outputs of this consultancy will be as follows:

- Inception meeting and plan
- Draft video script and story board
- Meet with the project stakeholders and conduct field visits to collect and record data
- Write, shoot and edit the video in an effective and timely manner
- Present a draft video to Twin and a peer review group and incorporate comments
- Produce an edited video recording of the scenarios capture and footage of the recorded stories in MP4 format.

Twin will own all rights to the video produced.

4. Required Qualifications and Experience of the Consultancy Firm

| Qualifications |
|---|
| <ul style="list-style-type: none">• Advanced Degree in film making, communication, journalism, social communications or international relations.• Professional qualification in journalism, social communications, international relations or filmmaking. |
| Experience |
| <ul style="list-style-type: none">• Extensive experience (at least 5 years) in producing development work related documentaries for international organizations with the aim of reaching both local and international audiences.• Fully proficient in filming and production skills and use of relevant hardware, software and other applications for shooting and editing films.• Previous experience in the coffee sector preferably in East Africa• Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.• Local knowledge of rural East African Community countries.• Additional experience in development communication will be an added advantage.• Experience writing creative film scripts and directing in their actualization• Experience in video production and directing video production• Ability to work to tight deadlines• Proven inter-personal skills. |
| Skills and Competencies |

- Ability to rapidly analyse and integrate diverse information from varied sources and to present it in a clear and concise manner.
- Excellent written and spoken communication skills in both English and French.
- Working knowledge of Kinyarwanda and Kirundi will be an added advantage.
- Ability to work with tight deadlines and achieving results
- Excellent teamwork and ability to work across diverse geographical and cultural boundaries with a variety of stakeholders
- Knowledge of issues concerning women and trade an advantage
- Ability to travel both in Rwanda and Burundi

5. Time and delivery

The work needs to be conducted in the month of May-June concurrently with the end of project evaluation and the final product needs to be delivered by the 22nd of June, 2018.

6. Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the Consultancy firm may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the Client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable.

7. Contractual arrangements and supervision

The Consultancy firm will be hired under Twin terms of contract and supervised as above for the purpose of delivering the above outputs, within the agreed time frame.

The consultant will have an inception meeting with Twin staff to clarify the terms of reference, draft a brief synopsis and plan the shooting, editing and production schedule. Twin will provide the consultant with all necessary and relevant background information relevant to the assignment.

Twin as the Client shall provide necessary support to the Consultancy firm in order to execute the assignment during the duration of the consultancy. These shall include:

- Access to relevant project documents necessary for execution of the duties under this consultancy

- Help in the identification and location of field work and ideal issues to be included in the documentary.
- Coordinate activities between consultant and external evaluator

8. Application Procedure

Applicants are required to submit the following:

- I. A Technical Proposal:
 - Letter of Interest, stating why you consider your firm suitable for the assignment;
 - Brief methodology on the approach and implementation of the assignment, max 2 pages;
 - Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects; and
 - Work references - contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments).
- I. Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.
- II. TWO (2) samples of similar work previously undertaken by the Consultant. These should be accessible by web link - the details of which should be clearly indicated in the Technical Proposal.
- III. Interested organizations, consultancy firms or independent consultant(s) should send their applications to jobs@twin.org.uk by 22nd of April 2018 clearly indicating the name of the assignment in the subject of the email.