

Terms of Reference (TOR)
Developing Video Documentary on Child Participation

1. BACKGROUND

Search for Justice is a registered Non-Government Organization committed to work for uplifting of marginalized segments of society with priority focus on children, adolescents, youth & women.

Search for Justice is implementing Child Rights Governance Project which also aims to improve the participation of children in decision making processes. Search for Justice trying to ensure child participation through active participation of children by establishing clubs in different educational institutes and by engaging them in different advocacy programs including child led activities.

Search for Justice is working with a vision that a society where all human are enjoying their rights with full dignity and our mission is to create and promote a safe, secure and protected environment free from all forms of violence, abuse and exploitation where Children, Adolescent, Youth and Women of all races, cultures, ethnicities, religion, socio-economic background, gender identities, abilities and all belonging to all other marginalized groups can enjoy their rights freely, willfully and without any discrimination.

2. CONSULTANCY OBJECTIVES

This consultancy has following objectives:

- a) To produce one overall project video documentary not more than 6 minutes long.
- b) To prepare script and narration for overall project documentary
- c) To compose background music for documentary; if required
- d) Capture necessary video footage of different child participation activities (children engagements at different levels ,interviews)
- e) To narrate and edit raw video footage for producing final video.

3. IDENTIFIED AREAS/TOPICS FOR VIDEO DOCUMENTARY –

- Child Participation Activities reflecting the results of engaging children through different activities and capacity building events.
- How capacitated children are contributing in influencing decision makers to enact necessary legislation to ensure protection of children's rights
- To present a model of Child Participation to Government and relevant authorities to devise future strategies to ensure that the view of children are captured in a proper way to ensure their meaningful participation in decision-making processes
- Views of Civil Society Representatives/ Experts will also be captured and included in documentary

4. CONSULTANCY LOCATION

The videos will capture the best practices from selected schools /CSOs of Lahore and Islamabad or Faisalabad. This will require close coordination with Search For Justice team.

5. RESPONSIBILITIES OF CONSULTANT

The Consultant should work closely with SFJ team for accomplishment of following tasks.

- To hold preparatory discussion with SFJ team about the preparation of videos
- To prepare script and narration for overall project documentary
- To capture video footage as agreed with SFJ team and as according to the prepared script
- To record narration and prepare background music for the videos
- To translate the project beneficiaries' voice into subtitles in English
- To prepare draft videos documentaries and submit it to SFJ for final feedback before the deadline of the contract.
- Finalize the videos as according to the feedback provided by the SFJ team.
- To manage all necessary tools and equipment including tapes, DVD etc
- The Consultant will be responsible to arrange his/her own travel/accommodation etc to shoot the different locations

6. Responsibilities of Search For Justice (SFJ)

SFJ will assure monitors and scrutinize the quality aspects of the videos. In addition, SFJ will help consultant to coordinate the field activities through its field staff and beneficiaries. However, following will be specific responsibilities:

- Identify thematic areas under child participation for documentation
- Organize a coordination meeting with SFJ team
- Coordinate with SFJ team for the field visit to capture the footage.
- Provide feedback when and where necessary
- Payment to the consultant as per agreement
- Give inputs to draft and finalize videos

7. DELIVERABLES

Submission of final master videos in a DV tapes
Electronic copies of video in AVI format before the deadline of the consultancy.
Raw footages captured in project areas.

8. ELIGIBILITY CRITERIA

The consultant/firm should have at least 3-5 years of ample experience on audio-visual recording, editing, and media production; clear understanding of the technical aspects of video making process and understanding of social development field is required along with experiences on using different tools and techniques in developing appropriate and quality audio-visual products.

9. MODE OF PAYMENT

Payment will be made in two installments through cross cheques. 40% payment will be made in advance after signing the contract and remaining 60% will be made after successful delivery of the final Videos. Payment will be made after deduction of applicable tax as per rules and regulations of Government of Pakistan.

10. DURATION OF THE ASSIGNMENT

The Consultant should complete the task within 15 days from signing of the contract.

The Consultant will propose a detailed work plan schedule which will be finalized later with SFJ.

We would request interested professionals / institutions/ Firms to (i) submit a letter of interest (1page), (ii) a brief technical proposal (maximum of 3 pages focusing on objectives, methods and approach and financial Proposal), along with profile of individual/ firm with a list of previous clients.

Proposal should reach on following address on before 5:00PM, 23 October 2018.
Both proposals should be submitted in sealed envelope.

All proposals must be submitted to the following address:

Procurement Committee
Search for Justice Office
40-A Waris Road (First Floor),
Lahore
Ph: 042-35404037
www.sfjpk.org

Note: Search for Justice has the right to accept or reject one or all offers wholly or partially without assigning any reason thereof which shall not questioned in any manner.