



I. General Information

Title of Consultancy:	PRODUCTION OF A VIDEO DOCUMENTARY AND HIGH RESOLUTION PHOTOGRAPHS ON IMPLEMENTATION OF SOPs ON GBV PREVENTION AND RESPONSE BY THE POLICE
Duration of the assignment:	25 days.
Supervisor:	Programme Manager
Closing Date:	27th December 2019.

II. Introduction

Women's Empowerment Link (WEL) is a non-profit, non-partisan, non-governmental women's right organization that is committed to empowering women and girls to realize their full potential, worth, and strength politically, socially and economically through advocating for opportunities that explore their potential. WEL prides in contributing to the national and local agenda that promotes gender equality and women's empowerment on social, political and economic spheres.

III. Context

Women's empowerment Link (WEL) in partnership with UK AID has rolled out a police training and community awareness raising project. The purpose of the project is to improve the accountability and gender-sensitivity of the Kenyan National Police Service (NPS), including how they handle cases of sexual and gender-based violence (SGBV) and other alleged violence against women and girls (VAWG), in Nakuru, Mombasa, Kwale, Nairobi and Kisumu counties in Kenya so that women are empowered to use the criminal justice system to seek justice in a dignified, safe and fair way across these five counties.

The objective is to roll out and operationalize standard operating procedures (SOPs) on Gender Based Violence (GBV) prevention and response that were launched by the Inspector General of the police in January 2019 (<https://youtu.be/O8TQQkgVQgs>). The SOPs provides a systematic and uniform approach in dealing with SGBV/VAWG incidents and cases reported to the police at police stations, posts and patrol bases countrywide. The SOPs focus on improved presumed and later proven to be survivor experience; thorough and effective investigations; community awareness-raising; collaboration and policing; training of officers in the handling of SGBV & VAWG; and increased collaboration between multi-sector stakeholders.

To better raise public awareness of the police training and police and community awareness raising project, strengthen our partnerships and improve advocacy efforts towards operationalization of the standard operating procedures (SOPs) on Gender Based Violence (GBV) prevention and response, WEL would like to recruit a Consultancy firm/individual to help produce a video documentary and photographs that captures key results, successes and challenges, best practices and lessons learnt from the projects as well as future programme direction.

The overall objective of the assignment is to produce a short documentary film on the project highlighting best approaches, best practices, achievements and real impacts in the project areas

IV. Scope of the Assignment

Objectives of consultancy assignment

The overall objective of this consultancy is to produce media material including a short video documentary and high resolution photographs that can be used in various communications platforms. This will involve travelling to project locations in the Nairobi, Nakuru, Kisumu, Mombasa and Kwale to collect the necessary material. Specifically to:

- I. Document real time stories from the target communities
- II. To amplify the voices of CPCs, CUCs and NPS on issues affecting the implementation of the SOPs
- III. To understand the roles and contributions of different actors towards implementation of the SOPs to address issues of GBV.

Scope of assignment

The consultant shall;

1. Develop the documentary overall concept and scenario to be discussed with WEL team
2. Develop the documentary script and story board to be used in shooting and production of the documentary.
3. Conduct field visits of the project area (Nairobi, Nakuru, Kisumu, Mombasa and Kwale Counties) and hold short interviews with the Projects' major partners, beneficiaries and stakeholders.
4. Perform appropriate video filming and shoot interviews with the projects' major beneficiaries and stakeholders.
5. Present a draft documentary to WEL for review/comments.
6. Incorporate the comment and produce a final 5-minute documentary on DVD and raw footage to WEL
7. Work on the desired products for this consultancy, including high resolution photographs and videos.

V. Output and Deliverables

Under the Terms of Reference (TOR) of this Project, the consultant will produce a database with at least fifty (50) high resolution photographs and one (1) short video.

a) One short video in HD

- I. Video shooting and editing;
- II. Narration, translation and subtitles in English/Kiswahili where necessary;
- III. Script development;
- IV. Full usage rights for music (or music for which copyright has been granted);
- V. One fully-produced clip of approximately 5 minutes in length in 1080p (HD) resolution aimed at sharing with national audience including government institutions, CSOs, local stakeholders, local communities as well as an international audience.

The video must highlight purpose and goal of the Project, including: interviews with local people (Community Policing Committees, Court Users Committees and Gender Working Groups at the County level. The video must showcase success stories and lessons learnt related to implementation of the SOPs on GBV prevention and response.

b) High resolution photographs:

- VI. At least 50 high quality and high resolution, edited and captioned pictures delivered on CD.
- VII. Written impact stories of individuals of local community interviewed during the trip including statements which should be linked to the script of the video and photos

c) Report:

- VIII. A detailed report on all photography and filming locations (GPS points), including names and contact details of all individuals photographed or that will appear on film. The report must include at least 5 powerful statements by community members and other stakeholders to be used in reports and fact sheets. At least 50 high quality and high resolution, edited and captioned pictures delivered on CD.

VI. Timeframe

The assignment is expected to take 25 working days from the date of signing the contract

VII: Remuneration

Remuneration will be calculated based on qualification and experience and will be paid on a 40%- 40% - 20% Modality in the contract. This will be broken down as follows: -

Instalment Period	Deliverable	% of payment
1 st Installment	Approved inception Report	40%
2 nd Installment	Draft Film Documentary and Photography	40%
3 rd Installment	Final outputs, incorporating suggestions and recommendations from WEL	20%

Note that all payment will be made via Cheques/ Direct Bank Transfers upon approval of all deliverables by relevant authority within WEL.

VIII: Qualifications and Competencies

- More than 3 years experience working in similar field
- Extensive experience in producing development work related documents for publication and documentaries for international organizations with the aim of reaching both local and international audiences
- Experience in working with national/local CSOs and other international organizations.
- Local knowledge of the Counties and languages in Kenya.
- Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high quality production.
- Experience in development communication.

IX. Submission of Application

Interested consultants should provide the following to info@wel.or.ke on or before **27th December 2019**:

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects;
- Work references - contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments);
- Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment; and
- Sample work previously done for other clients.

Applications will be assessed based on the proposed methodology and level of experience of candidates

X. Terms of Service

This is a non-staff contract modality of hiring at WEL. The incumbent shall not be considered as staff of WEL and are therefore not entitled to any privileges or any other special status or conditions as WEL staff.