



## Terms of Reference for Documentary on PPR and case studies publication



Environmental Protection Society (EPS) is a local, non-political, non-ethnic and non-religious organization working in the Khyber Pakhtunkhwa since 1991. During its 25 years life, the Society accomplished a number of mile stone in Social Mobilization/institutional development, WASH, Livelihood, Community Physical Infrastructure Schemes, Health, Education and Disability. During this period EPS completed successfully more than 70 projects in partnership with national, international and UN agencies. EPS played its active role in relief, rehabilitation and early recovery phases during earthquake, conflict and flood of 2010.

Environmental Protection Society (EPS) entered into partnership with PPAF in 2010. The project aimed to target the ultra poor and vulnerable poor of the three union councils Kuza Bandai, Totano Bandai and Kanju in Tehsil kabal of District swat. It has accomplished social mobilization with community institutions in place. Organizations (COs, VO and LSOs) were formed. Community resource persons were trained, assets transferred to individual as well as groups. Individual and collective enterprises were established. These interventions are further supported with interest free loans provisions to individuals in the 4 Union council,s of Kuza Bandai ,Totano Bandai , Hazara&KuzAbakhiel tehsil kabal swat.

EPS and PPAF has signed an agreement for implementing a Social Mobilization, livelihood Enhancement and protection , Establishment of Basic Educational and health services ,CPI program under PPR project in two Union Councils Hazara&KuzAbakhiel of tehsil kabal swat.This project started in July2015 and willend in Sept 2016.Documentary on PPR & Case studies publication is one of the delivery of the project ,objectives are as follows.

**Specific Objectives:**The objectives are;

To present in a documentary & Case studies publication results & impact of EPS-PPAF- PPR Project interventions (Institutional Development (ID), Livelihood Enhancement Programme (LEP) , Health , Education, Community Physical Infrastructure (CPI) as a method to build a sustainable structure that supports building individuals, communities, linkages with government, and strengthen local people and institutions to move forward with multiple programs. To show the impact of the program on poverty alleviation through specific examples.

**Target Audience;-**

- Government elected representatives
- Current and potential donors to EPS .
- Policy and Planning organizations
- Community, Village, Local Support Organizations( CO,VO, LSO)
- EPS Trainings

- Media
- International Audiences.

### **Process**

The process will consist of footage, Videos from Province KPK to show the diversity of cultures, rural and urban, and multiple programs. People from the community level will speak vs. using EPS officials. The EPS key person's interviews will also be included as the vision and to create a powerful message. EPS has many projects but a few will be selected to illustrate how the method can be used in different social issues such as ID, health, education, development, empowerment of women etc. to create impact on their lives. Charts and facts will be illustrated and animated as appropriate to the topic. Local Music will be used to build impact and flow.

### **Language**

The spoken voices of the people at the community level will be in their local language or whatever language they are comfortable with to express themselves about the programs. The Documentary voiceovers will be in English and Urdu/pushto. The transcription of any spoken sections will be in English. The transcription will be dubbed in English if required. A shorter version of 10 minutes will be created to show the highlights.

### **Thematic areas**

The following thematic areas will be covered through documentaries on PPR and case studies, success stories publication, by focusing on CO,VO& LSOs role in achieving overall objective.

- LSO and organizational governance and management.
- CO/VO/LSO roles, rights & responsibilities.
- Community/Village/Local support Organization, Community and improving access to quality education
- Community/Village/Local support Organization, Community LSO and improving Health.
- Community/Village/Local support Organization and disaster risk reduction through CPI schemes.
- Women led Community/ Village Organization & Women Rights.
- Community/Village/Local support Organization and Peace & Inter Provincial harmony
- Community/Village/Local support Organization and livelihood improvement through assets transfer & skill enhancement to the poorest.
- Community/Village/Local support Organization Training.
- Capacity building of staff working at PPR.

### **Scope of work:**

EPS intends to engage individual, consultant/firms to develop Documentary & case study publications in the two UC, s KuzAbakhel&Hazara of Tehsil Kabal Swat.

This scope of work has 2 Documentary & case studies publication in the 2 UC,s ( Kuzabakhiel&Hazara ) of Tehsil kabal swat.

A full detailed timeline will be created in the initial stage upon signing the contract/agreement. The following is a tentative timeline that will be confirmed in the initial days of the planning meetings:

<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Contracting</li> <li>• Meetings to develop concept, structure and draft script</li> <li>• Planning locations, stories and people to interview</li> <li>• Timing for location shoots &amp; Shooting at location UC Kuzabakhiel&amp;Hazara of Tehsil kabal swat.</li> <li>• Shortlist materials to review</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Review with EPS of Rough cut and any final changes. (on English , Urdu/Pushto Version).</li> </ul>
<b>Week 3 &amp; 4</b>	<ul style="list-style-type: none"> <li>• Post production;</li> <li>• Shot selection;</li> <li>• Editing.</li> <li>• Case studies publication.</li> <li>• Rough voiceover on documentary;</li> <li>• Music selection</li> <li>• Rough cut for review with EPS. Comments and changes on shots etc.</li> <li>• Changes based on review of Rough cut (If Required)</li> </ul>
<b>Week 5,6</b>	<ul style="list-style-type: none"> <li>• Finalization of English 20 min Documentary.</li> <li>• Rough cut of Urdu Versions.</li> <li>• Changes to finalize any Voiceover changes</li> <li>• Preparation &amp; Finalize of Documentry.</li> <li>• Finalization of Urdu 20 min Documentary</li> </ul>

**Qualification for individual Applicant or Firm.**

Key individuals assigned the task should meet the following requirements and qualification:

- The individual / Consultant should have professional qualification in the subject and minimum 5 years’ experience in producing documentary , case studies publication or TV programs, relating to the social and economic matters.
- Experience of writing of scripts with voiceovers.
- Only individual / Consultant can apply for this assignment, proposals form firms/companies and production houses will not be considered.
- Individual/ Consultant should have the team members for all the technical work like shooting, editing, audio, mixing, voiceover, graphics etc.
- Experience in documenting with community development Organizations and/or international organizations.
- Excellent planning and organizational skills.
- Excellent ability to meet deadlines.
- List of equipment owned.
- Capacity to arrange necessary logistic material for shooting on sites.

## **Ownership/Copy Right**

- The edited documentary, Case studies publication as well as all footage filmed for this assignment is the sole property of the EPS.
- All information pertaining to this assignment (documentary, audio, digital, project documents etc.) belong to EPS, who the Individual /consultant may come into contact with in the performance of his/her duties under this assignment shall remain the property of EPS who shall have exclusive rights over their use. Except for purpose of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of EPS in line with the national and international copyright Laws applicable.
- The individual/consultant will not use or reproduce the contents related documents/material with the written prior permission of EPS.
- The consultant name and logo shall be acknowledged in the closing credit.
- Minimum Master level qualification in case of individual,Applicant .

## **EPS Responsibilities:**

These responsibilities are directly tied to the timeline and delivery.

- Participation in the structure of documentary, Case studies and the script development
- Providing all written and printed materials to help develop the script
- Input and feedback in the script and approval of final script
- Scheduling the visits.
- Identification and accessibility to all individuals to be included in the Documentary & Case studies.
- Provision of managers or facilitators for identification and assistance with interviewees at the designated field locations or at EPS facilities
- Providing the time schedule for the Interview for personal to be included in the Documentary
- Transportation to shooting places, arranging vehicle, driver and fuel.

## **Principles**

- Working in close collaboration with EPS from the planning stage to ensure that messages are well understood by intended audience.
- The documentary has to be based on interviews with major stakeholders in programme implementation: beneficiaries including, implementing and co-operating partners, and EPS.
- The documentary will be produced in line with EPS corporate standards and other operational documents.

## **Evaluation of proposals**

Evaluation of proposal will be on the basis of qualification/experience and financial/timeline.

## **Technical & Financial Proposal**

Technical & financial proposal should be submitted in separate envelopes and then finally sealed in one envelope.

Technical proposal should have the individual/consultant experience, team experience, detailed CVs, list of equipment, previously completed project details, detailed planning, appreciation letter.

### **Deliverables:**

- Development of script, voiceover & transcript with the help of EPS team and material provided.
- Develop and produce the documentary to the highest standard of quality in terms of research, narration, script, shooting, post-production and final cut presentation.
- Provide a final product compatible to broadcast quality and/or other standard multimedia.
- Local Music score or soundtrack used in the production of the documentary should be legal to air.

### **Other conditions:**

- All travel expenditure/arrangements should be covered in the total cost of consultancy, the consultant/ firm will carry full responsibility for all those arrangements.

### **Medium of Activity:**

- Mix of English, Urdu will be acceptable.

### **Duration of contract;**

- EPS intends to engage individual, consultant/firms to develop 2 Documentary & case study publications in the two UC, s KuzAbakhel&Hazara of Tehsil Kabal Swat.

### **Source of Funds (SOF)**

- PPAF has provided the financial support to EPS for the trainings.

### **Payment schedule;**

Payment will be made in two installments,

- 1st installment will be paid at the end of the activity.
- 2nd and final installment will be made on submission of activity.

### **Selection process;**

The consultant/firm shall send their agenda along his /her CV/profile and financial proposal through email to

**HRDO**

**PPR Project**

**Environmental Protection Society (EPS)**

**Darbar Saidu Sharif, Swat, Khyber Pakhtunkhwa.**

**Phone: 0946-9240254 / 0946-711162 Fax: 0946-721062**

**E-mail: [info@eps-swat.org](mailto:info@eps-swat.org),[khant34@yahoo.com](mailto:khant34@yahoo.com)**

**Web site: [www.eps-swat.org](http://www.eps-swat.org)**

Request will be open for 5 days after the date of advertisement. Selection of Individual, consultant/firm will be on the basis of appropriate agenda, availability on short notice, experience and reasonable financial quotes.

**Note: EPS has the right to accept or reject any proposal without assigning any reason.**