WORLD VOICES UGANDA

TERMS OF REFERENCE (ToR) FOR PRODUCTION OF AN AUDIO-VISUAL DOCUMENTARY ON THE DEEPENING COMMUNITY ACCESS TO JUSTICE PROJECT MILESTONE

World Voices Uganda
Kiraba Road, Kiraba Ward, Kagadi Town Council,
P.O. Box 32
Kagadi- Uganda

14/AUGUST/2024

1.0 Background

1.1 About the organization

World Voices Uganda is a human rights and advocacy Non-governmental organization which started its operations in 2005. For the last 18years WVU has developed capacity and niche with the main thrust in providing legal aid and other innovative models for enhancing access to justice services to the indigent people, promotion and protection of the rights of the marginalized, promoting humanitarian, emergency and disaster response, promotion of natural resource governance specifically Minerals, oil and gas, land and forestry resources as well as lake resources, humanitarian work, corporate accountability and responsibility, budget analysis and dissemination, Revenue enhancement and management, Tax justice, influencing and advocacy, transparency and accountability, research, youth empowerment through skills development and advocacy as well as peace building, conflict resolution and management.

WVU"s mission is to empower marginalized Ugandans and to give them a voice in society to claim their legal rights and exert urgency on duty bearers to deliver prompt, transparent and accountable services. As resonated in our slogan, WVU is the voice of the voiceless. WVU advocates for concrete and innovative solutions to injustice, social exclusion, poverty and its intergenerational continuity.

WVU with funding from the International Development Law Organisation (IDLO) under the Community Justice Progtam (CJP) is implementing Deepening Community Access to Justice Project (DCAJP) in four districts of Kagadi, Kikuube, Kakumiro and Kyegegwa in Albertine and Rwenzori District.

1.2 About the Project

The project is titled deepening community access to justice Project in the Albertine and Rwenzori Region' (DCAJP) aims to further close the justice gap for the poor and most vulnerable in the rural communities of the Albertine and Rwenzori regions. The goal is to **enhance access to justice for rural, vulnerable, and marginalized communities in the districts of Kakumiro, Kyegegwa, Kikuube and Kagadi in Mid-Western Uganda**. The project pursues two (2) main outcomes as listed below:-

1. Strengthened informal justice mechanisms in Kakumiro, Kyegegwa, Kikuube and Kagadi districts.

2. Increased community participation in delivery of justice services.

Under outcome 1, we have two outputs as highlighted below

1. Strengthened operations of Bataka Courts supported
2. Linkages between formal and informal justice actors strengthened.

Under outcome 2, we have three outputs as highlighted below:-

1. Ensure that communities are sensitized on their rights and different mechanisms of addressing rights violations that are available in their communities.
2. Legal aid service provision at community level supported.
3. Support project management, monitoring and evaluation (M&E). This is being achieved through facilitating the project team to conduct monitoring visits, quarterly reflection and learning meetings, training project implementing team in monitoring

All the above outcomes and outputs have been achieved through our interventions like Alternative dispute resolutions through mediations, free court representation by the legal officers, formation of informal justice structures such as the Bataka courts and Community Legal Volunteers (CLVs) upgraded with a series of capacity building and refresher trainings, a series of community sensitizations and radio talk shows creating awareness about human rights and access to justice in grassroots communities in the four districts of operation.

2.0 Call for consultancy services

World Voices Uganda invites bids from competent media company or media oriented individual consultant to submit Expression of Interest for consultancy services to undertake production of a 15 minutes Audio-visual documentary summarizing the journey of the "deepening community access to justice project".

3.0 Rationale/ justification for the documentary

Is to broadcast the core beneficiaries sharing stories of change, lessons learnt, best practices achieved, synergies built with stakeholders, inclusion of gender, PWDs and youth in access to justice, linkages between the formal and informal justice actors of the situation before and after the interventions.

Therefore, the video documentary the success of the project specifically focusing on the outputs and outcomes of the project in target areas

4.0 Objectives of the consultancy assignment

The objective of the assignment shall be to:

a) Document stories of change on promoting and protecting Human Rights and access to justice in the project target districts.
b) To produce a 15 Minutes Audio- Visual Documentary with attendant materials including footage clips and photos Album.

5.0 Scope and focus of assignment

The media firm/consultant shall:

a) Develop the documentary overall project and disseminate and present it before WVU and key stakeholders for appreciation of the great work done around deepening community access to justice.

b) Develop and share the script and story board to be used in shooting and production of the documentary for approval by WVU.
c) Conduct field visits of the project area (Kagadi, Kikuube, Kakumiro and Kyegegwa districts) and interview beneficiaries (women, men, PWDs and youth, Bataka courts, community legal volunteers, both local and national stakeholders (share plan for suggestion and approval).
d) Interview selected interviewees who shall include government officials, WVU staff, and officials from JLOS.
e) Perform appropriate video filming, shoot interviews with the project beneficiaries and stakeholders.
f) Produce an Album of field footages and photos.
g) Present the draft documentary to WVU for review and approval.
h) Incorporate the comments and produce a final 15 minutes documentary with subtitles options in MP4 video format and any other that will be recommended by the communications officers

6.0 Timeframe

The consultancy shall be for duration of 15 days including travel days from the date of signing the contract. The consultant must be able to start immediately. However, the media consultant shall be paid on an agreed amount for the days worked within the 15-day period. For avoidance of doubt, consultation meetings with WVU team shall not be treated as working days.

7.0 Payment Arrangement

The media consultant shall be paid tax inclusive 60% of the total cost upon approval and signing of the contract. The 40% balance to be paid upon satisfactory production of the 15 minutes documentary.

All payments will be processed through the bank. A statutory withholding tax of 6% will be applied unless the consultant can provide documented evidence of exemption.

8.0 Reporting Arrangements

The consultant shall report to the Country Director, World Voices Uganda. In the meantime the Consultant shall work closely with the Project Manager and Results Manager who will provide day today coordination, planning, management support and technical assurance and compliance with the terms of assignment. The consultant will from time to time meet the Senior Management Team (SMT) to brief them about the progress of the assignment.

9.0 Copyright

All video and still photo outtakes and all materials arising out of the consultancy shall remain the property of World Voices Uganda and shall be transferred to WVU Data Base before the final payment is made to the consultant and therefore shall not be used without the written consent of WVU.

10.0 Guiding Principles and Values

Adherence to WVU Code of conduct, Child Safeguarding practices, PSEA policy confidentiality when interviewing or photographing children. Gender mainstreaming is key to WVU; therefore, the consultant will have to ensure that the team is gender balanced, ensuring that females are available to interact with female beneficiaries were need arise. The consultant will also take into account principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process

11.0 Required Qualifications and Experience of the Consultancy firm/individual

The suitable consultant must have the following;

(a) Must have at least 3 years proven experience in film production. (Sample work/link to accompany the proposal)
(b) Excellent technical capacities to ensure high quality production.
(c) Must be tax compliant/Tax registration certificate indicating TIN
(d) Accurate current addresses i.e., physical, postal, telephones and email addresses where applicable.
(e) In addition, in case of companies shall submit copies of certificate of incorporation and other relevance compliance document that might be requested by the finance and procurement department.

12.0 WVU will be responsible for:

(a) Preparing the Terms of Reference (ToR).
(b) Selecting, contracting, and managing the media consultant.
(c) Covering the costs of consultant and logistics associated with the assignment. All cost like food, travel costs, accommodation, consultancy fees, and taxes MUST be included in the proposal.
(d) Actively engaging with the media consultant during the documentary shooting and editing process
(e) Reviewing the draft documentary and providing feedback before final approval and payment.

13.0 The Media Consultant will be responsible for:

(a) Preparation of a technical and financial proposal, workplan and budget for the assignment, engage WVU target beneficiaries, partners, and stakeholders throughout the assignment areas.
(b) Provide a draft video documentary to WVU as required in closed consultation with the Country Director and program team before moving to the next stage.
(c) Produce deliverables in accordance with the requirements and timeframes outlined in this ToR.
(d) Lastly, disseminate the final documentary during a reflection meeting with core beneficiaries, stakeholders and project team.

14.0 Application procedure

Applicants are required to submit the following:

(a) Technical proposal: Letter of Interest, stating why you consider yourself/your firm suitable for the assignment.

(b) Firm/company profile on handling related assignment.

(c) Personal Resume/CVs for individual consultant highlighting qualifications and experience.

(d) Contact details of referees which shall be organizations for whom you produced films or documentaries.

(e) Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

(f) Both technical and financial proposal shall not exceed six pages.

WVU shall accept ONLY online/email applications. Applications shall be submitted not later than **6th September, 2024.** Applications should be addressed to Project Manager, World Voices Uganda P.O. Box 32, Kagadi - Uganda, and sent to hr.worldvoices@gmail.com copy in kisaakyestellah@gmail.com with subject line ***EXPRESSION OF INTEREST FOR PRODUCTION OF AUDIO-VISUAL DOCUMENTARY***