

Terms of Reference

HIRING A CONSULTANT TO PRODUCE A DOCUMENTARY FILM

1. BACKGROUND

The Government of Rwanda through its Constitution of 2003 as revised in 2015 committed to building a Nation State characterized by the rule of law and equality of all Rwandans and between men and women. The same Constitution provides a minimum threshold of 30% for women's representation in decision-making positions. Consequently, the National Strategy for Transformation (NST1) stipulates, under the pillar of good governance, that, for the period 2017/2024, the Government shall continue to strive for gender equality. RALGA joined this effort by implementing different actions aiming at ensuring gender equality as a prerequisite to sustainable development. Among other activities, RALGA started a program of women mentoring and professional internships in local government, since 2018.

In collaboration with the Ministry of Gender and Family Promotion (MIGEPROF) and with financial support from UNWOMEN, RALGA is implementing the third edition of the professional internships for female fresh university graduates in local government, which started in August 2022.

One of the activities is the production of a documentary film on the internships, which shall support to inspire other female graduates and to raise their interest to serve in local governments and to participate in decision-making positions in their communities and administrative entities.

2. RATIONALE

In 2018, RALGA developed its own gender mainstreaming strategy. RALGA initiated the program of gender empowerment in Local Government. MIGEPROF and RALGA believe that, guiding and equipping the next generation of agents of change in terms of gender equality and local governance would constitute a strong foundation for achieving the localization of SGD5. Basing on the experience of RALGA in supervising the internship of young ladies in Local Government, MIGEPROF is convinced that pursuing the internship program will build a strong source of potential change makers in Local Governments in terms of gender equality. The aim is to inspire them to become potential candidates for technical and political positions.

The program consists of nurturing young girls and women to build their readiness to serve Local Government and especially in decision-making positions, through mentorship and professional internships. Since its inception, different stakeholders have commended the initiative and supported RALGA in its implementation. They include; GIZ (German Technical Cooperation), UN Women and the Government of Rwanda through MIGEPROF and MINALOC, to mention just a few. From 2021, this activity benefited the financial support from UN Women - Rwanda, and high-level political support from the Ministry of Gender and Family Promotion. Each cohort is implemented in a period of six months and the second cohort (first edition for UN Women) started in February 2021 and closed October in the same year while the third cohort (ongoing) started in August 2022.

To ensure the historical performance realized by interns in local government entities, RALGA plans on each cohort an activity to produce a documentary film. This activity covers ground activities in some of the selected districts and key partner institutions. The ultimate goal of the documentary films, is to inspire women and girls in general, particularly young female university fresh graduates, through mentoring and internships, to aspire them to join the Local Government Family in either technical or elected positions, with skills, competence and confidence. Ultimately, the end objective of the documentary film is documentation, information, education towards mobilization.

The purpose of these Terms of Reference consists in guiding the consultancy firm to produce the expected documentary film. Only registered business companies are eligible for this tender.

3. Assignment

This assignment consists in producing a 15-minute documentary film covering the mentoring and professional internships in local government. The documentary film shall be produced in Kinyarwanda with subtitles in English.

4. Scope of work

The consultancy firm shall:

- ❖ Conduct visits to the interns in different indicated Districts by RALGA, carry out interviews and film them in their daily activities;
- ❖ Shoot videos and images on the occasion of closing event of the internships program;
- ❖ Develop a scenario for 15-minute documentary film production;
- ❖ Shoot videos, scripts, cinematography & images and interviews with interns and stakeholders to be agreed with RALGA;
- ❖ Use the existing documentary films to enrich the current documentary film;
- ❖ Add graphics and special design, to make the documentary more interesting and relevant to the users;
- ❖ Mix music and soundtrack, which must be approved beforehand by RALGA;
- ❖ Produce the documentary film approved by RALGA.

5. Deliverables

- ❖ The documentary film scenario;
- ❖ A draft documentary film integrating closing event of the internships program to be presented to RALGA for approval;
- ❖ A final documentary film approved by RALGA.

6. Requirements

The technical offer shall comprise the following:

6.1. Administrative requirements:

Failure to fulfill the following documents shall disqualify the bidder: RDB certificate, valid RRA and RSSB certificates.

6.2. Technical criteria:

- a. At least 3 samples of documentary films produced for public or private institutions.
- b. Provide 2 certificates of good completion issued by different private or public institutions.
- c. A work plan and methodology and tools to be used
- d. Provide Curriculum Vitae and supporting documents of at least three key personnel to be used while producing this documentary film including:
 - A team leader and producer of the film with a Bachelors' degree in journalism or communication;
 - An editor with a degree or certificate in video production or multimedia related fields
 - A Cameraman with a relevant degree or certificate in video or audiovisual production

7. Duration of the assignment

The maximum duration of this assignment is 120 days which shall start upon the signature of the contract.

8. Evaluation criteria

- i. Academic qualifications and experience of the personnel **(20points)**;
- ii. Relevance of the proposed methodology including methods and tools **(30points)**;
- iii. Provision of certificates of completion of similar assignments **(25 points)**.
- iv. Provision of samples of documentary films **(25 points)**

Total points (100%)

9. Selection methodology:

The minimum technical score required is **70%**.

N.B: The consultancy selection method shall be Quality and Cost-based Selection (QCBS) and the procurement method shall be competitive bidding (open tender).

10. Application procedures and deadlines

10.1. Application procedures

Interested consultancy firms fulfilling the above requirements shall address to RALGA Secretary General, in separate sealed envelopes, the technical and financial proposals to RALGA offices, in Masaka Sector, Kicukiro District, and P.O.Box 7249 Kigali – Rwanda.

The offer must comprise two (2) copies (one being original while the other being marked as a copy) of the following:

- A technical proposal with a submission letter signed.
- A financial proposal in a separate and sealed envelope.

10.2. Deadlines

The deadline for submission of technical and financial proposals is 30 November 2022 at 3.m. The opening of the technical proposals will take place thereafter at 3:30pm.

11. Copyright – work results – publications

The company assigns to RALGA irrevocable, cost-free, transferable and exclusive rights of use of all inventions, design documents, procedures, records and outputs resulting from the performance of the contract. Such rights of use are deemed fully compensated by the amount paid to the company.

Publications, presentations, use of footage, made by the company in connection with the tasks subject to the contract require the prior and written approval of RALGA, even after the end of the contract period.

Done at Kigali, on 17 November 2022



NGENDAHIMANA Ladislas
Secretary General

