

Terms of Reference

HIRING A CONSULTANT TO PRODUCE A DOCUMENTARY FILM

1. BACKGROUND

Rwanda Association of Local Government Authorities (RALGA) is a membership organization that brings together the City of Kigali and all the Districts in Rwanda with a clear mandate of advocacy, capacity building and representation. The Association operates under the framework of decentralization policy. Currently, the Association is committed to 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 second edition of the professional internships for female fresh university graduates in local government, which started in February 2021.

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. Guiding and equipping the next generation of agents of change in terms of gender equality and local governance constitutes a strong foundation for achieving and localizing the Sustainable Development Goal 5 (Gender equality). Thus, RALGA designed a program to mentor and to empower future women leaders in local government. 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), Commonwealth Local Government Forum with the European Union, VNGi, UNWomen and the Government of Rwanda through MIGEPROF and MINALOC, to mention just a few.

In 2021, RALGA in collaboration with MIGEPROF and UNWomen started the second cohort of professional internships for female fresh university graduates. This activity enjoyed financial support from the UN Women- Rwanda, and high-level political support from the Ministry of Gender and Family Promotion. This internship duration is six months and it kicked off in February 2021.

The joint activity plan includes the production of a documentary film on these internship activities. It will cover ground activities in some of the selected districts, among others. The ultimate goal is to inspire women and girls in general, particularly young female fresh university graduates, through mentoring and internships, to aspire at joining 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 minutes' 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:

- ❖ Develop a scenario for the 15 minutes' documentary film production
- ❖ Shoot videos, scripts, cinematography & images and interviews with interns and stakeholders to be agreed with RALGA
- ❖ Add graphics and special design, to make the documentary more interesting and relevant to the users.
- ❖ Mix music and soundtrack, which must be approved eforehand by RALGA
- ❖ Produce the documentary film approved by RALGA

5. Deliverables

- ❖ The documentary film scenario
- ❖ A draft project of the documentary film to be presented to RALGA for approval
- ❖ A final project of the 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 editing (graphic design and animation)
 - 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 30 working days upon the signature of the contract.

8. Evaluation criteria

- i. Academic qualifications and experience of the personnel (15points);
- ii. Relevance of the proposed methodology including methods and tools (45points);
- iii. Provision of certificates of completion of similar assignments (20 points).
- iv. Provision of samples of documentary films (20 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


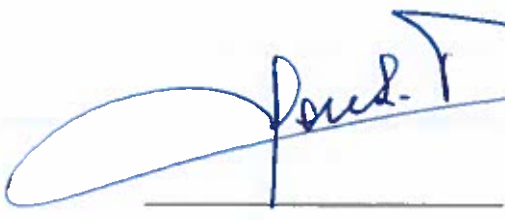
The deadline for submission of technical and financial proposals is 30 August 2021 at 3.m. The opening of the technical proposals will take place thereafter at 3:30pm.

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 12 August 2021



NGENDAHIMANA Ladislas
Secretary General