**Term of Reference (ToR) for Consultancy Services under *“Strengthening Community Resilience to Disaster through School Safety Initiatives (SCRSSI)”* Project in Sunsari for**

1. **Video Documentary Production on Safe Schools and Disaster Risk Reduction**
2. **Background**

An average 700 thousand people have lost their lives and more than 1.5 billion people have been affected by disasters in last decade, in which women, children and people in vulnerable situations were disproportionately affected (UNISDR, 2015)[[1]](#footnote-1). More than a dozen of disasters occur consistently in Nepal, where above 90% of the population are facing two or more hazards with an average of 500 disaster events each year according to MOHA (2009)[[2]](#footnote-2). The report on earthquake of April 25th, 2015 showed the higher rate of female causalities (55% of nearly 9,000 deaths) due to gender related issues and roles. In addition, more than 19,000 classrooms were completely damaged and additional 11,000 classrooms were partially damaged. During disasters, the underlying gender inequalities in society often exacerbate the impacts on girls and women, demanding unique needs during disasters’ times. Therefore, DRR or interventions for resilience should also promote gender equality for long-term resilience. On the other hand, Sustainable development goal (SDG), a global ambition for changes and a commitment for welfare of humanity, emphasizes safe, resilient and sustainable world. In this regards, Sendai Framework for Action (2015-2030)[[3]](#footnote-3) has realized and adopted 'Safe School Framework' as successful and well-targeted initiatives for disaster risk reduction. The comprehensive school safety framework is an application and a rational for national education policy priorities consisting safe school facilities, school disaster management, and risk reduction education.

Children are always in front of severe impacts by disaster, because they have limited knowledge, skills, experience, and physical strength in comparison with elderly people in similar risk regimes. Hence a project entitled “*Strengthening Community Resilience to Disaster through School Safety Initiatives in Sunsari Project”* is being implemented to fulfill gaps of school, communities and local governments. Therefore, this term of reference has been developed and invites qualified consulting firm to produce video documentary on project process and progress, and to provide technical support and capacitate girls and boys for production of safe school and disaster awareness documentary through their leadership, capacity, understanding and engagement.

1. **Goal and Objectives of Project**

Girls and boys in the most at risk communities in Sunsari, Nepal have equal access to safer education and learning environment that minimizes the impact of disaster and promotes gender equality. To achieve mentioned goal, the following project objectives have been set.

**Objective 2:** To improve disaster preparedness of key stakeholders such as students, girls, teachers, community and local authority, so that they can enable to address right to education and protection of girls and boys in disaster vulnerable communities.

**Objective 3:** To prepare and share good practices and lessons learned on gender transformative Safe School initiatives among key stakeholders and beyond

**Objective 4:** To support local governments and schools for effective implementation of National Safe Schools Policies/guidelines.

1. **Project area and Target**

The project covers five schools and its catchment, which falls in two municipalities (Barahakshetra and Ramdhuni) of Sunsari district. The project will also help both municipalities on DRR and Safe School through local government’s policy formulation. Out of five schools, 4 schools are secondary i.e. upto 10+2 and one school is basic school (i.e. up to 8 classes). The details of schools are given in table 1.

**Details of targeted schools**

| **SN** | **Name of School** | **Address** | **# of Teachers** | **Number of Students** |
| --- | --- | --- | --- | --- |
| **Boy** | **Girl** | **Total** |
|  1 | Janaka Secondary School | Baraha Municipality-8 | 20 | 110 | 128 | 238 |
|  2 | Auliya Secondary School | Baraha Municipality-1 | 16 | 148 | 202 | 350 |
|  3 | Chandrakamal Secondary School | Ramdhuni Municipality-9  | 20 | 244 | 278 | 522 |
| 4 | Suryakunda Basic School | Baraha Municipality-1 | 6 | 32 | 39 | 71 |
| 5 | Saraswati Secondary School | Baraha Municipality-8 | 13 | 132 | 121 | 253 |
| **Total- 5 schools** | **75** | **665** | **767** | **1,432** |

The project has targeted 1,432 people including 75 teachers, 767 girls and 665 boys. In this regards, 50% reservation will be ensured for girls in the project activities. Girls are promoted to lead in safe school initiatives in the project area, which lead to strengthen community resilience. *Dalit, Janajati* and disabled people will be given special privilege in the project.

1. **Objective of the consultancy services**

FORWARD Nepal expects the consultancy firm to produce two different types of videos showing the progress and impact of the various activities carried out under SCRSSI project. These videos will be used as an important tool of reporting the progress and impact of the project. In this regards, the consulting firms will focus to

* Produce two videos capturing the progress and impact of the project on the lives of the students and children in the schools and community through interactions with them and demonstrate gender transformative approach on climate smart safe school and disaster education with active engagement of the children.
* Produce at least four videos that show the details of the specific activities or success stories that can be used to exhibit the processes and positive practices of the project.
1. **Scope of consultancy service**

FORWARD Nepal has expected two types of videos:

1. Two annual videos (5-7 minutes each) showing the overall progress and impact of the activities conducted in the year with strong messages highlighting the project goals and objectives with active participation of children (in front and behind the camera).
2. Four videos (3-5 minutes each) covering the activities that demonstrate the processes and engagement of children emphasizing on the positive practices and positive changes caused by the project.

Under the guidance of the Communication of Plan International Nepal and Project Coordinator/FORWARD Nepal and Plan International Field Office Itahari, the consultant will develop the above mentioned communications materials agreeing the Safeguarding Policy and Code of Conduct of Plan International. Content should be prepared reviewing project documents, visiting the spot, meeting project team in consultation with Project Coordinator.

1. **Methodology**

The consulting firm should use different methodology to achieve this task, but their methods, tools and works must be child friendly and promote gender transformation in safe school and DRR. Firm should not limit to but adapt following methods and tools.

* Gather information on the goals, objectives and interventions of the project through active discussion with the project team.
* Visit the project sites in Sunsari and interact with the stakeholders at school, community and local authority and identify the impact of the project activities and interventions by exploring the knowledge of stakeholders on hazard, disaster, disaster risk reduction, gender issues and measures of adaptation and risk reduction that can be highlighted in the videos which will help in showcasing the progress and impact of the project activities.
* Develop script for the videos in close coordination with the team such that it will reflect the positive practices and highlight various activities conducted in the year to enhance the skill and resilience of the children and stakeholders of the school and community.
* Produce high quality videos (two annual videos- one in 1st June 2020 and one in 1st December 2020) that are to be prepared through engagement of children. This should be done during the field visits where the children will come up with issues, interventions, knowledge, powerful messages and measures for gender transformative disaster risk reduction. The consultant is expected to enhance the capacities of children and encourage engagement and participation of children.
* Produce four short high quality videos of 3-5 minutes as per the requirement to capture the success stories and positive practices. Two videos to be submitted within 1st June 2020 and the other two to be submitted within 1st December 2020.
* The verification of messages should be done by consulting FORWARD Nepal and Plan International Nepal. A draft video should be submitted one week prior to the final date of submission to incorporate any correction or changes required.
* Any other creative methods that will help to gather the facts/stories and information
* Carry out post production activities including video effects, video and audio editing, mixing and production of project advocacy video on gender transformative climate smart safe school with English sub-title. The length of the video should be no more than 5 to 7 minutes.
* A completion report must be submitted at the end.
1. **Expected Output**

At the end of this task, two main videos and four short videos will be produced in line with the project documents, which must demonstrate girls and boys are leading on safe school and video awareness campaigns. The output video will be

* 1. Two annual videos to show the progress and impact of the activities conducted in the year, process adopted and success stories of the project, which will illustrate climate smart safe school through gender transformative safe school approach. The video with strong messages highlighting the project goals and objectives with active participation of children (in front and behind the camera) should be around 5 to 7 minutes long.
	2. Four short videos (3-5 minutes long) to cover specific activities for capturing the positive practices and learnings of the project through active engagement of the children.
1. **Human resource for the Consulting services**

The consulting service is expected to implement the task with a two member team of senior professionals with more than seven years of experience. The table below summarises the roles and responsibilities of the consulting team.

| **SN** | **Position (no)** | **Working days** | **Required qualification and experience** | **Assigned task** |
| --- | --- | --- | --- | --- |
| 1 | Team Leader (1) | 50 days | S/he must have Bachelor Degree in Environmental science or Disaster, Mass Communication, or other related field. S/he must have 3 years or more experience on disaster video production. S/he should have lead video production on disaster including safe school. S/he must have prior working experience on child centered videography. | Lead on capacity building training to girls and boys on safe school, DRR and other environmental issues. S/he should work or mobilize co-lead for technical support to girls and boys on script play, video shooting and post production. S/he should lead and direct project process and prepare video including finalizing script, direct for shooting, recording, editing and mixing. S/he is responsible for coordinating FORWARD Nepal and Plan International Nepal.  |

1. **Time Frame**

The consulting firm will commence from January, 2020 and ends on December 15, 2021. The expression of interest (EoI) submission, finalization of methodology after awarding the task, training, technical support to girls and boys for videography on safe school and DRR, video shooting, recording, editing and mixing and final production are framed as below.

The timeline for the first video complete till June 15 2020 and second video will December 2020. The timeline for videos will be agreed upon through discussion with the project team.

**Budget**

The proposed budget for the task will be finalized after negotiation with selected firm/individual, which will depend on budget ceiling of the project. The project team will negotiate with consulting firm on budget, if it will exceed the budget limit. But the budget will not be increased to consulting firm, if the offer is below budget range.

**Selection Criteria**

This is a competitive bidding. Hence, the bidding document will be evaluated by dividing technical assessment and financial assessment. The following five points will be selection criteria. Technical proposal is weighted 70% for evaluation, whereas 30% weight is allocated for financial proposal. But, awardees’ bidder must secure 42 marks on technical assessment. If two bidding firm scored equal marks, technically sound firm will be selected for consultancy rather than lower financial offer. SN 1 to 4 are basis of technical assessment of this consultancy services, which are predefined evaluation criteria.

| **SN** | **Criteria** | **Marks** |
| --- | --- | --- |
| 1 | Evaluation of firm's profile | 20 |
| 2 | CV of Team Leader | 20 |
| 3 | Co-lead member | 10 |
| 4 | Understanding of ToR | 20 |
| 5. | Financial proposal\* | 30 |
|  | Total | 100 |

\*Financial proposal is evaluated as following.

$$Marks obtained of Given Bidder=\frac{Budget proposed by Max.bidder-Budget Proposed by Given Bidder}{Budget proposed by Max. bidder-Budget Proposed by low Bidder}X 30$$

**Selection of firm/individual**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***SN*** | ***Name of Firm/Individual*** | ***Mark obtained from technical Criteria (70)*** | ***Financial Proposal (30)*** | ***Total Mark Obtained by bidder (100)*** |
| ***1*** | ***……*** |  |  |  |
| ***2*** | ***……*** |  |  |  |

1. **Requirement**

Interested consultant/consulting firms should submit following documents, while sending their Expression of Interest (EoI).

Letter of Expression of Interest (EoI) (As per annex 1)

Financial proposal in separate file and folders (Annex 2)

Firm's Profile detailing the past assignments (include youtube link of previous works)

CVs of team leader and co-lead highlighting their qualification, areas of work and past experience along with signed commitment letter

Company registration certificate

Latest tax clearance certificate

VAT registration certificate (For both firms and individual consultants)

Declaration letters

1. **Payment**

As per contract agreement, FORWARD Nepal will provide payment to the consulting, based on performance. Following will be mode of payment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Installment | Payment Basis | Amount | Requirement |
| 1 | 1st  | Completed agreement of video production on safe school and disaster risk reduction  | 30% of total Budget | 30% payment after the agreement for the Video production and VAT invoice |
| 2 | 2nd | Provided annual video of first tram till June 1, 2020  | 40% of total Budget | Provide report and prepare provide final first annul Video and VAT invoice |
| 3 | 3rd  | Final Report along final documentaries | 30% of total Budget | All video, task completion report and VAT invoice |

**15. Termination:** Project Coordinators will have right to terminate contract that will be prepared based on this ToR with prior written notice of 7 days, if consulting firm will not perform quality work and deny to obey suggestion from project team. Project Coordinator has a right to decide for seizing performance security.

**16. Exclusion of liability:** FORWARD Nepal disclaims all liability consequential to property loss, sickness, personal injury, or any kind of unexpected incident during the course of consulting firm's involvement. Therefore, consulting firm will be solely responsible to make his own life and other property insurance to cover such compensation etc.

**17. Arbitration:** In the case of any misunderstanding and/ or conflicts between consulting firm and project team concerning to the above assignment, the problem will mutually be sorted out entirely. However, the senior management of FORWARD Nepal may be requested to give his final decision if the problems could not be resolved between the two parties.

***Annex 1***

***Expression of Interest (EoI) template***

1. Cover page: Title, submitted to and submitted by and date: 1 page
2. Table of contents: 1 page
3. Introduction:

Background and Objectives: Max. 1 page

Scope of study: 1/2 page

Firms relevancy for this task in term of experience of consulting firm/individual: Max.1.5 page)

1. Methodology: Detail of method, tools and equipments (Max. 2)
2. Team building: Brief of team (Team Lead and Co-Lead) (Max. 1 page)
3. Action plan with clear time frame (Weekly bread down): Max 1 page
4. Output of the task (Max. 0.5 page)
5. Annex

Annex 1: Profile of organization: Legal information, history, human resources, tools and technology and previous experience, attach previous works experience vide links: Max. 2 pages (You can add an additional page to provide video link. You must not add photo or other materials that make this file heavy).

Annex 2: CV of Team leader and Co-Lead (Max. 5 pages for each CV. CV with above 5 pages for will negatively mark by 20% in each exceed page).

***Annex 2***

***Financial Proposal Template (in separate MS excel sheet)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Items** | **Unit** | **Unit Rate****in NPR** | **Magnitude** | **Total in NPR** | **Remarks** |
| **1** | **Personal cost**  | **Person per day** |  |  |  |  |
| ***1.1*** | ***Team Leader*** | ***Person per day*** |  |  |  |  |
| 1.1.1 | Pre filed visit and preparation | Person per day |  |  |  |  |
| 1.1.2 | Prepare script and share with team. | Person per day |  |  |  |  |
| 1.1.3 | Prepare final script  | Person per day |  |  |  |  |
| 1.1.4 | Engagement on Project’s process and progress video | Person per day |  |  |  |  |
| 2 | Equipment\* | Lumsum (LS) |  |  |  | Rental change |
| 3 | Stationery  | Lumsum |  |  |  |  |
| 4 | Production (shooting editing and mixing) | LS |  |  |  |  |
| ***4*** | ***Transportation*** | ***Times*** |  |  |  |  |
| 4.1 | Long route | Round trip |  |  |  | Including air fare |
| 4.2 | Local | Round trip |  |  |  |  |
| 5 | Other direct cost |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |
|  | VAT (13%) | Percent | 13 |  |  |  |
|  | **Grand Total** |  |  |  |  |  |

***\*Mentioned list of equipment will quantity***

***Annex 3***

**CV template (Max. 5 pages)**

1. Personal Information (Name, address, contact detail, PAN, Citizenship etc.)
2. Education (Degree, Institution including address, passed year)
3. Training Relevant only (Duration, Name of training, Institution with address, date)
4. Experience (Most recent first): Duration, Position, organization, date (from DD.MM.YYYY to DD.MM.YYYY), key responsibility
5. Publication and Research (Relevant only)
6. Skills
7. Languages
8. Reference
9. Certification
1. UNISDR, 2015. *Sendai Framework for Disaster Risk Reduction 2015-2030*. [↑](#footnote-ref-1)
2. MOHA, 2009. *National Strategy for Disaster Risk Management, 2009.* [↑](#footnote-ref-2)
3. UNISDR, 2015. *Sendai Framework for Disaster Risk Reduction 2015-2030*. [↑](#footnote-ref-3)