

Videography on Climate Change

PR81970

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

Save the Children is seeking to hire a videography firm to make a short video (4-6 minutes) about Climate change through the story of two children and a child club they are part of. In the video, we'll tell short stories of who the two children are – what their life is like, their experience with climate change, concerns but also their ideas, thoughts, hopes and expectations to the world – and about the child club and their work there.

The video will be used in the digital learning tool for children in other countries to understand that there are children in Nepal who are fighting against climate change, as well as knowing more about the effect of environmental degradation and climate change in Nepal.

Objective

Save the Children is seeking to hire a videographer on a short-term basis to capture HD video footage for this short video. The videographer must supply all their own equipment. The tone of voice in the videos should be positive, happy, and constructive, but also descriptive and underlining challenges children are facing.

The videographer will work with Save the Children's communication team in order to obtain the needed and appropriate footage. The consultant will also be responsible for the transcription of the

interviews from Nepali to English. Save the Children will edit the footage to make a final video. The consultant is only responsible for taking the video footage as explained below.

Services the Supplier will provide

Video footage showing:

- Detailed interview of two children in Jajarkot on video.
- B-Roll footages of two children in various activities at home and outdoors including interactions.
- B-Roll of child club activities (more than two children involved).
- General indoor and outdoor footages, wide and closeups Exterior shots of the home and the surrounding area (minimum 4 shots, both close-ups and wide shots).
- At least 50 pictures with children and climate change relevant issues.

Technical notes:

- The video should be recorded in HD (you can shoot in 4K, but it's not necessary).
- Use a proper camera with good video capabilities.
- Sound quality is crucial. Always use an external microphone close to the subject. For interviews a lavalier mic will be preferable.
- Make it simple. Content is crucial.
- We'll need the transcript from local language to English of the interviews and other parts with talking.
- The provider will do the translation of all material from local language / to English
- All material should be shared not later than agreed upon date. You will receive a link for uploading the material, consent forms and translations.

Experience and skill set required

- The consultant should have at least 4 years of proven experience in videography, in-depth interviews.
- Experience of interviewing/working with children.
- Prior work experience with Save the Children will be of an asset.
- Ability to work independently, open to feedback and delivering results on time.
- The team should include a person with transcription skills.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Video footage as per a detailed scope of work	<i>Video clips of two children – at home, in the child club, interviews, clips in the location</i>	video

2	Transcription	<i>Transcription of all the interviews and footage that includes talking</i>	word
3	Photographs of children	<i>At least a set of 50 photographs of the children involved</i>	jpg
4	Written Consent forms of everyone featured in the clips		pdf

Timeline

Estimated Commencement Date: 21 April 2022

Estimated End Date: 5 May 2022

Proposal Evaluation and Selection Criteria:

S.No.	Major Topic	Score Weightage
1	Understanding of TOR and Proposed Methodology	10
2	Experience of videography (team leader)	20
3	Experience working with children and in-depth interview	20
4	Experience of transcription Nepali to English	10
5	Budget	40
	Grand Total	100

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **12th April 2022**
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
 - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;
 - For Individuals (Foreign Nationals): Copies of passport and a valid visa/permit to work in Nepal.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org