Terms of Reference

Video Documentation of impacts and approaches of Food Security and Livelihood Program

Earthquake Response and Recovery Program

Background

Immediately following the aftermath of the mega earthquake, CARE Nepal partnering with 3 local NGOs: Shree Swara Integrated Community Development Center (SSICDC) in Gorkha, Group of Helping Hands (SAHAS) in Dhading and Community Self Reliance Center (CSRC) in Sindhupalchowk, delivered response and recovery action. This was possible through the financial support of three major funding partners namely, NORAD (in Dhading), TaiwanICDF in Gorkha and SHO in Gorkha, Dhading and Sindhupalchowk.

In the initial stage of emergency, CARE mainly focused on quick response activities intending to meet the basic needs of affected households in emergency condition. Cash transfer, both conditional and unconditional, related activities were in place to meet the very basic needs of earthquake affected vulnerable households with the logic that cash provides multiple options to the people facing problems to meet their basic livelihood needs. For example, different agricultural structures have been constructed from the cash for work schemes.

Recovery action followed the response and mainly focused on recovery of lost agricultural structures and livelihood assets. With the demolition of their homes, poor farmer families lost their grain storage structures, tools used for agricultural purposes and seed stock. Projects focused on recovery of those structures, agricultural tools and assets. Landless or land poor farmers specially embracing agricultural occupation as main source of income, lost their own tools that were used before the earthquake. They have been supported to recover their livelihood source.

In addition to basic need and livelihood options recovery, project focused on enhancing resiliency of households through improving human capability in improved cultivation practices and input support. Farmers are provided a set of inputs required for establishing home garden, vegetable production at semi commercial scale in open condition and in plastic tunneling as well. Drip set also is a part of vegetable production in areas with water scarcity. Waste water harvesting also is considered an important method to meet irrigation requirements at kitchen garden scale in dry areas. Silpaulin plastic sheets have been distributed with the households adopting kitchen garden properly briefed on handling techniques. In practice, nowadays, farmers have been collecting household waste water to be used for irrigation purposes in their kitchen garden. Goats and pigs are also distributed to selected household with objective of augmenting livelihood sources. Irrigation canal re/construction were also in place. 23 cooperatives (one in each VDC) in total have been strengthened in agri -input supply and output marketing. They are at the learning stage of starting an agri business; previously they were only engaged in the usual business of saving and credit at the local level.

Project objective:

- To improve earthquake affected smallholder farmer’s access to improved agricultural facility through resilience structure construction with community participation
- To improve livelihoods of extreme poor households through their informed choice out of possible livelihood strategies in their own assets, capability, interest and feasibility setting
Rationale

The implementation of the program has been able to create intended impacts in the lives of the target groups and somewhere beyond too. The main activities of the project includes targeted PVSE household identification, orientation on livelihood assets and strategy, Livelihood improvement plan (LIP) preparation, technical training on identified area, start up support, regular incubation support, outcome monitoring, market linkage etc. Few initiatives among many, are very inspiring and worth sharing mostly for the purpose of knowledge management and learning sharing purposes and also to showcase the impacts of the project. The tools, model, approaches that were followed to bring out the intended impact are important to share for future marketing purposes too.

The purpose of the video documentation is to identify few tangible stories which can be documented in video and develop interesting and inspiring videos of them. These videos are targeted to various development agencies, line agencies and other similar communities who benefit from such knowledge and motivation. These videos are the products that will represent CARE’s work around food, security and livelihood following any disaster and the long term impact CARE intends to develop in the community.

Objective of the work

The major objective of the work is to document the impacts and resilience observed in the community through the FSL initiatives:

- Develop a script for the video in consultation with CARE Nepal’s FSL team and communication focal person.
- Presentation of the script to CARE Nepal team and make the required changes as per the suggestions received
- Travel to the working areas and interview the identified beneficiaries
- Develop videos as per the proposed script and share it with CARE Nepal’s team
- Receive comments from CARE Nepal’s team in the draft videos and make the suggested changes
- Prepare a final version of the video and share it with CARE Nepal’s team
- Share the final video in high resolution mp4 format and DVD to CARE Nepal

Details of the videos

- Three different videos shall be produced each on different themes:
  - 1st Video on “Resilience developed in an individual due the Livelihood Improvement Plan Support”
  - 2nd Video on “Enterprise Development and Market Linkage”
  - 3rd Video on “Commercial Production pocket for added value”
- Each video will not be more than 3-5 minutes

Scope and Coverage

The consultant will travel to Gorkha, Dhading and Sindhupalchowk for this video
Methodology

- Once the vendor is identified and finalized, a meeting shall be organized in CARE Nepal where the concept of the video will be discussed and vendor shall receive the required information of the initiatives.
- Based on the information, vendor will be provided few days’ time to develop script for the videos.
- The script shall be shared in the team and required changes shall be made in discussion.
- Upon agreement on the script, the field visit shall be planned and organized.
- Once the field visit is completed, the vendor will start the post production process and draft videos will be shared with the team.
- Comments shall be shared and acknowledged for the changes to be made on the video.
- The final video shall be approved by CARE Nepal’s team after which the videos will be submitted in high resolution format (in mp4) in DVDs and pen-drive.

Consultant’s profile

The consultant for the proposed job will need to have the following qualifications to apply:

- Creativity and ability to present idea in an innovative way.
- Academic qualification or professional trainings along with experience and proficiency in script development, movie making and post production.
- If the consultant is an individual, s/he needs to be registered with PAN and in case of a company, it needs to be registered with VAT.
- Proven experience, skill and knowledge in documentary making (with qualified team members).
- Prior experience of working with development agencies will be an added advantage.
- Knowledge on Food Security and Livelihood issues of rural Nepal.
- Proficiency in content in Nepali and in English.
- Understanding of the communities of rural Nepal.

Roles and Responsibilities

I. CARE Nepal

- Provide necessary information regarding the project.
- Define the purpose and expectation regarding the video.
- Provide relevant information to the consultants during the video development and production process.
- Prompt and timely feedbacks to the consultants.
- Arrange time for necessary meetings during the product development process.

II. Consultant

- Proactive engagement to initiate the process and seeking information.
- Study the relevant documents and information for the process of developing video.
- Organize and participate in the meetings throughout the process.
- Develop a script and share it with the team for further inputs.
- Incorporate the comments and feedbacks received in the script
- Field visits for video shoots and interviews
- Develop videos and share it with the team for further inputs
- Incorporate the comments and feedbacks received in the video for final production
- Submission of the final video in mp4 format and in DVDs at the end of the consultancy period

**Time Frame of the work**

**Start from 23rd December 2019 to 30th January 2020**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activities</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introductory meeting with the vendor and concept discussion</td>
<td>1 day</td>
</tr>
<tr>
<td>2</td>
<td>Script Development</td>
<td>5 days</td>
</tr>
<tr>
<td>3</td>
<td>Presentation, Discussion and feedbacks</td>
<td>1 day</td>
</tr>
<tr>
<td>4</td>
<td>Incorporating the feedback and presentation</td>
<td>2 days</td>
</tr>
<tr>
<td>5</td>
<td>Field visits</td>
<td>14 days</td>
</tr>
<tr>
<td>6</td>
<td>Post production and draft video presentation</td>
<td>10 days</td>
</tr>
<tr>
<td>7</td>
<td>Final video submission</td>
<td>30th Jan, 2020</td>
</tr>
</tbody>
</table>

**Evaluation criteria**

- Total scoring is 100 points that includes 70 points on technical expertise (Consultant relevant expertise and experience) and financial scoring 30 points.

**Proposal Submission:**

The last date for the submission of proposal is **16th December 2019**. Proposal must be submitted to CARE Nepal office or through email to: anila.nakarmi@care.org (Anila Nakarmi; Operations Manager):

a) **Company Profile**
   - Ensure to include information related to the experience of the company as required.
   - VAT Registration certificate
   - Recent TAX clearance certificate
   - Company registration certificate

b) **Team Composition**
   - Title and role of each team member.
   - CV’s
   - One pager CV of each team member (including qualifications and experience).

c) **Detailed Budget**
d) **Sample of similar works done before (video)**