



## **USAID INGOBYI ACTIVITY**

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### **Consultancy Opportunity: Professional videographer and photographer**

#### **BACKGROUND**

At IntraHealth, we are a global team of creative, committed humanitarians on a mission. We are advocates, technologists, health workers, and communicators. We are passionate and diverse; and are united in our belief that everyone everywhere should have the health care they need to thrive. That's why we work every day to improve the performance of health workers around the world and strengthen the systems in which they work.

For over 40 years in over 100 countries, IntraHealth has partnered with local communities to make sure health workers are present where they're needed most, ready to do the job, connected to the technology they need, and safe to do their very best work. Our programs are designed with a deep understanding of and appreciation for the context of human rights, gender equality and discrimination, economic empowerment, and changing populations.

Are you a professional videographer and photographer? This opportunity might be of interest to you.

#### **SCOPE OF WORK**

The Ministry of Health (MOH) is increasingly applying the eLearning approach to train various cadres health workers. This approach cuts training costs and makes continuing education and learning for health workers sustainable. As technology and internet access continues to grow, eLearning platforms are providing opportunities to bridge the gaps in capacity building for health workers, including community health workers (CHWs), and improving service delivery. However, the process of producing eLearning courses requires several steps, including production of multi-media materials. It is in this context that IntraHealth International seeks an experienced videographer and photographer consultant to work with the USAID Ingobyi Activity and Rwanda Biomedical Center (RBC) to develop eLearning courses for CHWs.

USAID Ingobyi Activity is a five-year cooperative agreement to improve the quality of reproductive, maternal, newborn and child health (RMNCH) and malaria services, in a sustainable manner with the goal of reducing infant and maternal mortality in Rwanda. The USAID Ingobyi Activity builds upon the tremendous gains Rwanda has made as well as previous USAID investments in the health sector. Ingobyi Activity aims to contribute to the reduction of infant and maternal mortality and incidence of malaria in Rwanda. The Ingobyi Activity partners with the Government of Rwanda (GOR) to build on the country's considerable achievements, guided by national health strategies, goals, objectives and data.

## PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to support USAID Ingobyi Activity and Rwanda Biomedical Center/Maternal, Child, and Community Health (RBC/MCCH) to develop audio-visual materials to be incorporated into the eLearning courses for CHWs. Under the direct supervision of Ingobyi Activity eLearning Advisor, the consultant will support the development of instructional audio-visual materials that will be used on the Ministry of Health's e-Learning platform to train CHWs. The courses include community-based provision of family planning (CBP-FP), community-based nutrition and drugs and commodities management. The consultant will work with Ingobyi Activity's technical team, RBC/MCCH and other key stakeholders throughout the content design process (pre-production, production, and post-production) to develop easy-to-understand and quality instructional audio-visual materials to be incorporated into the course contents for CHWs. Each course has three learning units and a total of 6 learning units will be developed.

## SPECIFIC TASKS

The specific tasks for the consultancy will be conducted in the following three phases:

### Phase 1: Pre- production

- Review scripts and storyboards (FP, Nutrition and drugs and commodities management)

### Phase 2: Production

- Work with Ingobyi Activity and RBC/MCCH teams to identify shooting places
- Develop video, audio and photo capturing script
- Capture video footage, audios, and pictures from the identifies places based on approved script

### Phase 3: Postproduction

- Coordinate the recording of voice clips to be incorporated into the course contents
- Edit raw video footage and voice clips
- Coordinate audio-visual content review sessions and incorporate feedback from Ingobyi Activity and RBC/MCCH and other key stakeholders accordingly
- Share draft of audio-visual contents for review
- Incorporate the audio visuals into the course content
- Provide final contents (FP, Nutrition and Drugs and commodities management) and report

## DELIVERABLES

The consultant will be responsible for the following deliverables aligned to the tasks outlined above:

1. Video, audio, and photo capturing script
2. First draft of video and audio footage, and photos on community-based FP, nutrition and drugs and commodities management
3. Second draft of video and audio footage, and photos on community-based FP, nutrition and drugs and commodities management contents incorporating feedback from Ingobyi Activity and RBC/MCCH teams, and other key stakeholders
4. Final draft of video and audio footage, and photos to be incorporated into eLearning course contents (FP, nutrition and drugs and commodities management)
5. Consultancy report

## DURATION OF ASSIGNMENT

The consultant is expected to undertake the work between June 1 and August 30, 2022

## LEVEL OF EFFORT AND TIMELINE

The estimated level of effort is 35 days. Details are highlighted in the table below.

Phase	Key task	Estimated number of days	Deliverable
Pre-production	Review scripts and storyboards (FP, nutrition and drugs and commodities management)	5	Final video, audio, and photo capturing script
Production	<ul style="list-style-type: none"><li>○ Work with Ingobyi Activity and RBC/MCCH teams to identify shooting places</li><li>○ Develop video, audio and photo capturing script</li><li>○ Capture video footage, audios, and pictures from the identifies places based on approved script</li></ul>	5	First draft of quality video and audio footage, and photos on community-based FP, nutrition and drugs and commodities management
Post-production	<ul style="list-style-type: none"><li>○ Coordinate the recording of voice clips to be incorporated into the course contents</li><li>○ Edit raw video footage and voice clips</li><li>○ Coordinate audio-visual content review sessions and incorporate feedback from Ingobyi Activity and RBC/MCCH and other key stakeholders accordingly</li><li>○ Share draft of audio-visual contents for review</li><li>○ Incorporate the audio visuals into the course content</li><li>○ Provide final contents (FP, Nutrition and Drugs and commodities management) and report</li></ul>	25	Second and final draft of video and audio footage, and photos to be incorporated into eLearning course contents (FP, nutrition and drugs and commodities management) to be incorporated into eLearning courses

## REQUIRED EXPERIENCE

It is envisaged that the consultant selected to undertake this assignment will have the requisite combination of skills, expertise, and experience to carry out the tasks outlined above. The required qualifications, competencies and skills are outlined below:

- Degree or diploma in video production and/or graphic design, communication, or journalism.
- Experience of at least 5 years in video production with advanced graphic design skills.
- Advanced level in using Adobe creative suite with the focus on Adobe premiere, After Effects, Adobe Audition, Illustrator, Photoshop, and InDesign.
- Advanced level of camera and accessories operation.
- A passion for creating stunning visuals for a wide range of projects/programs.
- Creative flair and a good eye for detail.
- Strong portfolio that shows experience with a range of projects and materials.
- Experience in working on projects that involved different stakeholders.
- Strong creative and analytical skills.
- Experience working with NGOs in the health sector.
- Flexibility to accommodate and respond to feedback from multiple stakeholders.
- Strong organizational and communication skills.
- Fluency in verbal and written Kinyarwanda is required.

### **APPLICATION PROCESS**

Applications must be sent to the Chief of Party via email: [ingobyiprocurement@intrahealth.org](mailto:ingobyiprocurement@intrahealth.org) with “Professional Videographer and Photographer consultant” in the subject line. Deadline for submission of applications is **May 30, 2022**.

The application file should include:

- Letter of interest and updated CV;
- At least three professional references with full name, phone number and email address.
- Sample of previous similar assignments (3 minimum);
- Technical proposal (3 pages maximum) including applicant’s understanding of intended scope of work and clear timeline;
- Consultancy fee-daily rate in Rwandan francs(Frw) currency only and inclusive of applicable taxes.

## SELECTION CRITERIA

Applications will be assessed on cost reasonableness (30%) and technical competence (70%).

### Technical evaluation criteria/ 70 marks

Required training in videography and photography (10pts)	Relevant professional experience in the development of multi-media contents (15 pts)	Experience in using Adobe creative suite with the focus on Adobe premiere, After Effects, Adobe Audition, Illustrator, Photoshop, and InDesign (15 pts)	Proof of at least 3 similar assignments conducted (20 pts)	Clear Timeline (10pts)
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IntraHealth International is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law, and requires affirmative action to ensure equality of opportunity in all aspects of employment and consultancies.

Only applicants fulfilling the above requirements will be contacted. If you do not hear from us within one week from the submission deadline, consider your application unsuccessful.