

Terms of Reference

DOCUMENTARY FILM PRODUCTION for "*Family Strengthening and Community Based Support for Care of Children with Disabilities in Families*" Project

Reporting to: Senior Program Manager & Disability Inclusion Advisor

Geographical Location of the Project: Huye & Bugesera Districts

October 2022

Contents

2. Project background	3
3. Assignment	4
3.1. Expected deliverables	4
3.2. Specifications of the deliverables	4
3.3. Timelines:	5
4. Distribution plan:	5
4.1. Notes:	6
5. Quality Assurance	6
5.1. Ethical Clearance:	6
6. Communication and budget	7
6.1. Communication	7
6.2. Budget and application guidelines	7
6.3. Terms of payment	7
6.4 Key skills and Competence requirements	7
7. Safeguarding	8

1. About Chance for Childhood

Chance for Childhood is an award-winning charity working in Africa to support the most vulnerable children, such as street children, disabled children, children affected by conflict and kids behind bars. Our vision is to fight for every child. We work with African visionary community leaders to implement locally relevant yet far-reaching projects that create lasting change within the justice, education, and social protection sectors. This enables us to focus on 'hard to reach' children, both in terms of their complex needs (e.g., street children with learning difficulties) and location (e.g., urban violent slums or remote rural areas). Together we make ideas and impact both sustainable and scalable to protect, educate and empower even more of the world's most disadvantaged children.

Our interventions in Africa are in Rwanda, Uganda, Kenya, Ghana, and the Democratic Republic of Congo (DRC).

2. Project background

Tubarere Mu Muryango is the implementation strategy for the National Childcare Reform which was established since 2013 with the goal of reintegrating children living in institutions and transform Rwanda's childcare and protection system into a family-based system of care. In 2016, a national assessment showed that over 4,000 children with disabilities were still residing in the institutions. In 2018, a baseline assessment showed that some parents were in need of additional support to care for their children with disabilities.

To help parents find solutions to that problem, UNICEF in partnership with Chance for Childhood have started implementing ***"Family strengthening and Community based support for care of children with disabilities in families Programme"*** since July 2021.

This programme has three main objectives, such as to support those children and their families to access mainstream and disability-related services (education, healthcare, rehabilitation and social protection, child protection...). It also intends to facilitate parents/caregivers to access self-help groups and other community-based initiatives to respond to immediate special needs and build resilience for sustainable family-based care of their children with disabilities. The current programme also ensures that community-based structures have necessary knowledge/capacity to provide and support children with disabilities and their families.

The programme has so far mapped 6689 children with disabilities and/or developmental delays in *Huye and Bugesera Districts*; has trained 6689 parents of children with disabilities and grouped them in 146 Parents Support Groups which helps them to provide psychosocial support to one another. In this programme, 7858 referrals were made to hospitals, rehabilitation centres, Education (Early childhood,

primary, special school and TEVT), social and child protection. Out of the referrals made, about 30.34 % got the services whilst the remainder 69.66 % are still facing different challenges.

To respond to the issue concerning large group of children with multiple impairments who could not make it to the hospitals and rehabilitation centres, the programme created 138 rehabilitation sites whereby each site has about ten (10) children with disabilities attending the rehabilitation services twice a week.

Our monitoring assessments also showed that about 1310 children with disabilities need different assistive devices out of which, 220 devices were recently provided by Chance for Childhood in close collaboration with CECHE Foundation and UNICEF Rwanda.

3. Assignment

3.1. Expected deliverables

One 5-minute video showing achievements of the project.

The final video will be shared in 2 formats:

- Format conducive for viewing on a large screen
- Format conducive for sharing via WhatsApp and other social media platforms such as Twitter, Facebook, Instagram, and YouTube.

3.2. Specifications of the deliverables

Video:

Proposed storyline (can be adjusted once on field):

Testimonial style video:

Selected children with disabilities, parents, especially those in the village will be filmed in the community talking about how this community-based project supported them and what the situation was before. They can also talk about the training they got, Parents Support Groups and the locally affordable assistive devices in addition to the rehabilitation sites established in their communities, how community actors are supporting them now. Local authorities and community volunteers will be filmed in community and/or in the offices talking about how they have been trained and increased knowledge to support children with disabilities and their families. District officials (staff) talk about their particular experience with this project, emphasizing

on district and community ownership. The National Child Development Agency (NCDA) and National Council of Persons with Disabilities (NCPD) will be filmed in their offices talking about Government's vision in supporting children with disabilities and their families and availing necessary services in the community to prevent institutionalization of CWDs and promote the rights of all children. Chance for Childhood staff will talk about the planning and implementation of the project, key lessons learned, challenges and how they were addressed as well as how possible it is to support children with disabilities in their families and communities. UNICEF will give their appreciation of this project, and the actual intent to gradually support Government in building inclusive national child protection system and case management that support all families in need for protection and response to child protection risks.

Duration of video:

5 minutes.

Specs:

- Full HD (1080p) or 4k video preferable.
- Final product to be produced in various formats including square format for sharing on social media and WhatsApp.

3.3. Timelines:

- The shooting will take place in Huye and Bugesera districts from Monday, 21st November up to Friday 25th November 2022.
- Allowing for 3 days for post-production of the video, this would mean a first draft the video should be made available by the videographer on 1st December 2022.
- After one round of comments and feedback, the presumed final version of the video will be shared for validation by NCDA, NCPD and UNICEF not later than Thursday, 8th December 2022.

4. Distribution plan:

The main purpose of the video is to advocate for children with disabilities by providing experience/showcasing how it is possible to support children with disabilities and their families in their communities, and engaging Government, district authorities and decision makers to invest more in inclusive programming. However, the video will also be shared on NCPD, NCDA, UNICEF and CfC social media platforms as well as via WhatsApp.

4.1. Notes:

- The video will feature logos of NCPD, NCDA, UNICEF and CfC.
- Interviews will be in Kinyarwanda, but subtitles will be in English throughout the interview.
- Final approval of the video rests with CfC and UNICEF.

5. Quality Assurance

This quality assurance process shall not interfere with the views and independence of the consultant but ensures the programme brief provide the necessary evidence in a clear and convincing way.

The consultant should be assured of the accessibility of all relevant documentation within the provisions of the acceptance disclosure of information procedures.

5.1. Ethical Clearance:

The consultant doesn't need to look for Ethical clearance since CfC has obtained it at the very beginning of this intervention. However, the consultant is also expected to have a flexible mentality and willingness to closely collaborate with UNICEF throughout the consultancy time.

6. Communication and budget

6.1. Communication

The consultant shall provide weekly email updates to CfC on progress made against expected targets. Emails and inquiries from consultant should be answered in a turnaround period of two working days.

6.2. Budget and application guidelines

The total budget for this consultancy is Rwf 3,500,000 which is inclusive of all related costs including 15% withholding tax.

Applicants are requested to provide a proposal in line with the details provided above.

6.3. Terms of payment

This should be discussed and agreed on during contract signing time. However, 10% of the total cost should be advanced upon signing and the remainder should be paid upon completion of the assignment.

6.4 Key skills and Competence requirements

- At least 3 to 5 years of documented work experience around film/reporting/documentary writing, production, directing, and editing.
- Professional company with proven capacity in producing creative and compelling documentary videos for the development sector.
- Access to highest quality filming, light, sound and editing equipment.
- A demonstrated strong awareness and understanding of Inclusive development concepts both in Rwanda and Globally, is strongly preferred
- An excellent command of standards English mainly in writing and speaking
- Adherence to UNICEF and Chance for Childhood's Values
- Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism.

How to Apply:

Interested candidates are requested to submit a proposal outlining the following in line with the details provided in the tender above:

- A detailed CV
- Brief letter, describing previous experience on similar projects. Creative ideas and suggestions are encouraged.
- Technical proposal.
- Financial proposal with detailed budget breakdown

Eligibility

- Three links to work samples demonstrating most relevant previous work
- Three references (with contact information) from previous clients

Please submit your application to apply@chanceforchildhood.org with subject line **“Family Strengthening and Community Based Support for Care of Children with Disabilities in Families”**. The **deadline is midnight GMT on Monday 14th November 2022**. Only strongest candidates will be contacted due to anticipated high volume of applications. The successful applicant will be required to start on **21st November 2022**.

7. Safeguarding

Chance for Childhood promotes and upholds the principles of equal opportunities and its policies. Chance for Childhood has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives, or partners. Recruitment to all jobs at Chance for Childhood includes criminal record checks/police background check and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

The successful candidate will therefore need to review, agree, and sign Chance for Childhood’s Child Protection Policy (CPP) prior to starting the post.