

Terms of Reference for documenting promising practices and impact for people with Disability under CORE project:

1. Background

World Vision is an international partnership of Christians whose mission is to follow our Lord and Savior Jesus Christ in working with the poor and oppressed to promote human transformation, seek justice and bear witness to the good news of the Kingdom of God.

World Vision International pursues its mission through an integrated, holistic commitment to: Transformational Development that is community-based and sustainable, focused especially on the needs of children;

Emergency relief that assists people afflicted by conflict or disaster;

Promotion of Justice that seeks to change unjust structures affecting the poor, among whom we work with;

Partnerships with churches to contribute to spiritual and social transformation; Advocacy that leads to informed understanding, giving, involvement and prayer; Witness to Jesus Christ by life, deed, word and sign that encourages people to respond to the Gospel.

World Vision has contributed to delivering relief and development efforts in Rwanda since the 1994 Genocide against the Tutsi. World Vision has made contributions in delivering the emergency, relief, and development programmes since then to date. At the end of the emergency phase, Government of Rwanda developed the first Poverty reduction strategy plan (2000) that guided the new phase of the development process and now the National Transformation Strategy (NSFT 1) that World Vision and other partners are contributing to its implementation. World Vision (WVR) invests in long term strategic development programming that is child-focused and community-based approaches for sustainable transformational development using the Area Programme (AP) model supported with projects and grants that increase programmes outcomes for already existing Area programme activities.

Gender Equality and Social Inclusion (GESI) is integral to achieving global sustainable development goals (SDGs), and World Vision's "Our Promise" strategy and child well-being objectives that emphasizes capturing, utilizing and communicating evidence of impact. World Vision Rwanda's (WVR's) approach 's GESI is to ensure that GESI approaches and theory of Change (ToC) is fully integrated and embedded in the national strategy and across all the technical and grant programming.

Recognizing that disability inclusion is a cross-cutting issue connected to all the 5 domains of GESI's framework (access, decision-making, participation, systems, and well-being). WVR is commissioning this work to document impact of our work on disability inclusion of the CORE project.

The **main object** of this consultancy is documentation of Impact and promising practices on disability Inclusion of the CORE Project.

2. Objectives of the Assignment:

The GESI- disability promising practice is an activity, strategy, methodology, or approach that has worked effectively and produced successful outcomes related to disability inclusion consistent with the goals and objectives of CORE project and has potential for replication in other areas of WV Programing.

World Vision Rwanda seeks to hire a service provider to produce an impact report and documentaries that features impact narratives/success stories along the five GESI domains (access, decision-making, participation, systems and well-being) on the success and lessons learnt on disability inclusion of CORE project¹.

3. Scope of Work

The service provider will:

- Develop and propose a methodology for data collection then write an impact report on GESI-disability impact for the WV Rwanda support to CORE Project;
- With the data and content gathered for the impact report, produce one GESI storybook, comprising 10 success stories,2 success stories per each of the GESI domains which are: **Access, Decision-making, Participation, Systems and Well-being;**
- Based on the GESI-disability Impact report, develop and submit a storyboard and script for the documentaries to WV Rwanda communications team for approval before starting documenting;
- Produce 50 photos and develop a photo book;
- Produce 5 short videos (5 minutes each),on each of the 5 GESI domains on the impact of disability inclusion for the CORE Project;
- Produce one long Youtube video (**15 mins**) capturing all the 5 GESI domains;
- The documentation will be done in all the APs where CORE was working. World Vision Rwanda team will guide the service provider with the list of participants to be interviewed;
- The service provider will videograph and take photos of selected CORE participants;
- The videos, photographs and stories will be used for dissemination and learning on the GESI disability inclusion and promising practice;
- Adhere strictly to World Vision compliances including Do No Harm during fieldwork, safeguarding policies and obtaining hard copies of informed consent forms from all participants interviewed, photographed or on camera. These forms will have to be submitted to World Vision along with all final products.

¹ https://wvusstatic.com/2021/landing-pages/gender-equality/Gender_Equality_and_Social_Inclusion_Approach_2021.pdf

- Working with WV Team, the Service Provider will produce the following branding materials in line with World Vision Rwanda Branding standards which will be discussed and agreed in the inception report:
 - Brochures with messaging on GESI-disability Impact;
 - Folders with messaging on GESI-disability Impact
 - Backdrop with messaging on GESI-disability Impact
 - Pull up banners with messaging on GESI-disability Impact
 - T/shirts
 - Conference Bags.

4. Methodology

- The Service Provider will propose the methodology and tools which will be used in the data collection, compilation, analysis to inform writing and production of the GESI- disability Impact report, stories and videos;
- Desk review of the CORE and GESI and any other necessary reports and documents will be shared;
- Working with WV Rwanda team, identify focus groups from key project participants and other key stakeholders of CORE project at national and local level from government ministries and departments, children and members from the communities as well as CSOs for interviews;
- Conduct focus group interviews with CORE participants and other key informants at national and local levels;
- Collate and analyze data to inform the writing of the impact report of the GESI-disability promising practice with key disability findings after the desk review and participants focus group interviews;
- Present draft Impact report with preliminary findings and recommendations to WV Rwanda team for review and feedback;
- Photo shooting and videography will be done the same time while collecting data for the impact report.

5. Expected Deliverables

Written documents

The Impact report will be the basis for production of story board and script for the documentation of success stories, photos and videos:

- Production of one high-quality GESI impact report of 25-30 pages and the report will highlight the impact of the project in each GESI domain;
- With the data and content gathered for the impact report, it will be used to inform the production of one GESI storybook, comprising of 10 success stories, 2 on each of the GESI domains.
- Present draft documentation to WV Rwanda GESI lead for review and comments;
- The success story booklet will be produced in English and Kinyarwanda.

Photos

All photos should be aligned with the stories in all five GESI domains (access, participation, decision making, systems, and well-being) and meet broadcast quality and World Vision (WV) branding requirements;

- The Service Provider will deliver photo images (a minimum of 50 photos) in electronic format (jpg files only) on a flash drive and produce one Photobook.
- Digital images should be taken at a minimum 1800 high-resolution, be at least 300 dpi, and approximately 2500 x 1600;
- Provide high-quality photos that can be re-produced in print, multi-media and online formats. Photos must be provided as original JPG files only—not embedded in a Word file or other document. The photos should be labelled in folders and a written description of the photos in each folder should be shared in a word document;
- Provide high-quality photos (action-orientated, portrait, different angles) that can be re-produced in print, multi-media and online formats. Images must highlight GESI promising practices;
- Approximately 10-20 best photos and photo book need to be produced for each story and on each of the five GESI domains. All of the photos and Photobook should be delivered to WV including raw and edited versions.

Videos

Develop and submit a storyboard and script for the documentaries to WV for approval before filming:

- Film in high-definition 1920 x 1080p;
- All videos should meet broadcast quality and World Vision (WV) branding requirements;
- Under the guidance of the communications team, produce 5 short videos (5 minutes each) one video on each GESI domains (access, decision making, participation, systems, and well-being);
- Produce one overall impact video (15 minutes);
- Draft documentary shared with WV staff for review and comments;
- All videos should have a voice over;
- Provide narration, translation and subtitles in English with participants' words translated into spoken English. The translation should be exactly what they said not just a short summary translation;
- Provide reportage style photographs of pre-selected participants with signed consent forms and properly captioned using the WVI caption sheet;
- Provide all raw material to WV at the end of the consultancy.

#	Line item	Requirements and Description	
1	GESI Impact Report 20-30 pages.	120 copies of the Impact Report in colored print.	

2	GESI storybook, comprising 5 success stories on each of the GESI domains.	One story book and print 120 copies.	
3	Brochures with messaging on GESI-disability Impact.	Develop one GESI brochure and print 120 brochures	
4	Folders with messaging on GESI-disability Impact	Print 120 colored folders	
5	Backdrop with messaging --on GESI-disability Impact. WVR Comms will provide messages.	Produce 1 backdrop banner.	
6	Pull up banners with messaging on GESI-disability Impact	Print 10 pull up banners	
7	T/shirts	Print 70 T/shirt	
8	Conference Bags	Produce 120 Conference bags	
	Photos		
9	Photo images and production of Photobook. 10-20 best photos need to be produced for each story and on each of the five GESI domains (Access, Participation, decision making, systems, and well-being))	50 colored photos and 5 copies of Photobook	
	Video		
10	Produce 5 short videos (5 minutes each) one video on each of 5GESI domains (access, decision making, participation, systems, and well-being); Produce one overall impact video (15 minutes) (access, decision making, participation, systems, and well-being);	5 short videos 1 long video	

6. Reporting:

This assignment is to be delivered within 30 calendar days commencing when the contract will be signed.

#	Milestones	Dates for Submission
1	Inception Report	March 6 th
2	WVR Team weekly meetings with Service Provider for weekly updates	March 1-31
3	Field visits for Interviews and data collection, photo and video shooting	March 7 th -14
4	Develop and submit a storyboard and script for the documentaries to WV for approval before filming:	March 10 th

4	Drafting Impact Report, short stories, photos, 6 videos submitted to WV Rwanda for review and comments.	March 20 th
5	WVR feedback and comments on draft report, short stories, Photos, Videos sent back to consultant to finalize.	March 24 th
6	Final Impact report, 5 short story books, Photobook and 6 videos and booklets according printing specification as in these ToRs submitted to WV Rwanda.	March 31 st
7	Submission of high-quality printing of the 100 copies of the Impact report, 50 copies of 5 success stories booklets in all GESI domains, 150 brochures, and 150 colored folders. 1 Backdrop with messaging on GESI-disability Impact, 10 pull up banners with messaging on GESI-disability Impact, 70 T/shirts, and 120 Conference Bags.	March 31 st

7. Deliverables

- Fully completed 6 videos. Five shorts videos (5 minutes) video on each GESI domain and one overall impact video (15 minutes) combining the five short videos;
- Fully completed one GESI storybook;
- Fully completed one photobook;
- Fully completed one GESI impact report;
- Submit electronic version of all final documents and high-quality photos (50 photos minimum);
- Submission of signed consent forms used during interviews and shootings;
- Brochures with messaging on GESI-disability Impact;
- Folders with messaging on GESI-disability Impact;
- Backdrop with messaging on GESI-disability Impact;
- Pull up banners;
- T/shirts;
- Conference Bags;
- Submit all raw material to WV at the end of the consultancy.

Copyright and Intellectual Property Rights

- The Consultant expressly assigns to World Vision any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from World Vision

8. Required Skills, Knowledge and Expertise:

- The service provider will need to identify a team leader who will be the overall responsible for the delivery of the assignment;
- The service provider will have a team composed of people with knowledge and experience in gender equality and social inclusion (GESI); disability programing, outstanding communication, graphic design, videography and photography skills;

- Previous experience in producing similar work;
- Previous quality documentaries, advanced video and photo editing and presentation skills;
- Communications expertise with understanding in documenting development related work;
- Excellent English and Kinyarwanda language skills both written and verbal;
- Good command of English and capability to translate from English to Kinyarwanda;
- Certificate/Evidence of having done other similar assignments;
- Proven and successful past work with World Vision or other development agency is added advantage;
- Please share sample of the products of your work (link to video documentaries, photography etc).
- Availability to start, upon signature of contract;
- Applying service providers should have a team with the required technical skills;
- Proposed turnaround time in line with the proposed timeline above;
- A clear and concise bid/proposal on the approaches, methodology and timeframe for delivery and completion of the assignment;
- A well costed proposal with clear indication of the costs for the delivery of the assignment.

a) Administrative documents

For the Service Provider:

The administrative documents are mandatory, the following administrative documents are required:

- Contact details of 2 references for similar type of work;
- Proof of registration with relevant institutions (RDB, RSSB, RRA etc). Registration company certificate, Valid tax clearance, Valid RSSB Certificate and purchase of tender documents

For the International Service Provider:

Tax clearance certificate from originating country is mandatory.

b) Financial Proposal

- The financial proposal quotations must be in Rwandan francs (FRW);
- Well detailed breakdown prices, payment terms and pricing structure;
- Financial proposal should be submitted separately with the technical proposal and all tax should be inclusive.

9. Evaluation Criteria:

The technical evaluation will be considered in accordance with the following information:

(i) Technical Proposal

- Overall Response:
- Understanding of and responsiveness to the ToRs requirement.
- Understanding of objectives, scope, and completeness of response.
- Overall concord between ToRs requirements and the proposal.

(ii) Company and key personnel

- Team leader: Relevant experience, qualifications, and position with firm;
- Team members: relevant experience, skills & competencies;
- Organization of the team and roles & responsibilities;
- Professional expertise, knowledge and experience with similar assignments;

(iii) Proposed Methodology, Approach and System:

- Quality of the proposed approach and methodology;
- Quality of proposed implementation plan, i.e. how the service provider will undertake each task, and time schedules;
- Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems;

The Financial Proposals will be opened only to the companies considered technically approved. Financial Proposal;

10. Prospective service provider should apply no later than February 28th,2023.

Evaluation Criteria:

#	Criteria	Specification	Maximum Score
1	Consultant's Qualification	<p>The service provider will need to identify a team leader who will be the overall responsible for the delivery of the assignment;</p> <p>The service provider will have a team composed of a team with knowledge and expertise in gender equality and social inclusion (GESI), disability programming, outstanding videography and photography skills, previous experience in producing international quality documentaries; advanced video and photo editing and presentation skills;</p> <p>Communications expertise with understanding in documenting development of related work;</p> <p>Excellent English written and verbal skills;</p> <p>Evidence of having done other similar assignments. Proven and successful past work with World Vision or other development agency is added advantage.</p> <p>Please share samples of the products of your work (link to video documentaries).</p> <p>Flexible, courteous, integrity and professionalism while conducting business.</p>	40%

		<p>Availability to start assignment, upon signature of the contract</p> <p>Applying service providers should have a team i.e. not one man/women show.</p>	
2	Methodology understanding of the Assignment	<p>The Service provider will propose the methodology and tools which will be used in the data collection, compilation, analysis to inform report writing for the production of the GESI-disability Impact report;</p> <p>A clear and concise bid/proposal on the approaches, methodology and timeframe for delivery and completion of the assignment;</p> <p>A well costed proposal with clear indication of the costs for the delivery of the assignment.</p>	30%
3	References	<p>Include all past experiences, as well as the contact details (email and telephone number of the companies) including at least three similar assignments done in the past with good completion certificate (recently completed); At least three (3) good completion certificates of the similar work. Each good completion certificate should indicate contact and email of originating institution, failure to this will lead to disqualification.</p>	15%
4	Timeline	Detailed timeline with clear dates of the deliverables	15%