Terms of Reference

For

The production of a Video Documentary and Programme Booklet on the Forest Governance Project in Mozambique

1. Background

Since 2016, World Wide Fund for Nature Mozambique Country Office (WWF MCO) has been implementing a project entitled “Forest Governance - the Urgency of the Moment,” which is a national wide movement of civil society organizations (CSOs) advocating for good practices and better governance in the forest sector in order to address issues such as intense illegal logging. The focus of the project, funded by the government of Sweden through its Mozambican Embassy in Maputo, is to ensure better forest governance and great benefit sharing among local communities. To achieve this goal, the project has been structured into four integrated intervention pillars namely:

Pillar 1: Information generation based on evidences to support advocacy campaigns;
Pillar 2: Civil Society organizations (CSOs) capacity building for lobby and advocacy;
Pillar 3: Media engagement in forest governance advocacy campaigns and;
Pillar 4: Promotion of best practices to strengthen the linkage between private sector and local community participation in sustainable forest management.

The project also provides funding support to local CSOs partners to implement project activities, but extremely important to bring about change towards reduction of illegal logging and significant policy reforms to ensure good forest governance. To better raise public awareness of this work and strengthen partnerships and advocacy efforts, WWF MCO would like to recruit a firm to produce a booklet and video documentary of the project that captures key results, successes and challenges, best practices and lessons learnt from the past 4 years. The booklet and the video documentary will focus on the work done by different stakeholders of the project and impact of Forest Governance Project work in Mozambique by highlighting success stories of the intervention country wide as well as in selected provinces of Nampula, Zambézia, Tete and Sofala. The materials will also be used to inform future programme direction.

2. Objective of the Assignment

The overall objective of the assignment is to produce a programme booklet and a video documentary of the Forest Governance project highlighting best approaches, best practices, achievements and real impacts in the programme focal areas.

Specifically, the consultant will:

(i) Facilitate and hold interviews and consultations with selected participants and/or stakeholders of the project in order to tell their stories and share thoughts about the project impacts.
(ii) Undertake visits to selected provinces and interact with the local communities/beneficiaries who have been impacted by forest governance projects to get context
(iii) Develop the documentary film’s overall concept, scenario, script and storyboard to be used in the film
Perform appropriate video filming and shoot interviews with the projects’ beneficiaries and stakeholders

Produce programme booklet of no more than 50 pages documenting the project using existing reports, studies, videos, audios and photos

Produce a documentary film in high definition (4K) of about 20-30 minutes.

3. Scope of Work and Methodology

The scope of the assignment will include selected project sites namely, Gile, Pebane and Mocubela distritics in Zambezia Province, Magoe, Maravia, Chifunde and Changara districts in Tete Province, Mecuburi and Nacala porto districts in Nampula Province, and Muanza, Gorongosa and Maringue districts in Sofala Province. The consultant(s) will perform the assignment using appropriate methods, and should acquire the necessary permits associated with the use of technological equipment to execute the assignment. The consultant(s) will work with a team from WWF to develop the various products within stipulated budgets and within set deadlines. A high level of participation with project beneficiaries, partners and stakeholders will be key to the delivery of expectations including:

- WWF leadership and project staff
- Project grantees (namely RADEZA in Zambezia, Forum Terra in Nampula, ADEL in Sofala and AAAJC in Tete) and beneficiaries communities
- Members of the National Forest Forum of CSOs
- National Directorate to Forestry
- National Agency for Forest Law Enforcement (AQUA)
- Public Prosecutor authorities (PGR)
- National Administration for Conservation Areas (ANAC)
- Governors of the targeted provinces of Zambezia, Nampula, Tete and Sofala
- Administrators of the targeted districts and conservation areas of Gile, Magoe, Mecuburi and Gorongosa
- Members of the Forum of Journalists for Conservation of Biodiversity (FOJOCOM)
- Academics from the University Eduardo Mondlane
- IUCN staff and other stakeholders that will be advised during contracting.

The assignment will be executed with the following indicative tasks:

- Desk review of project materials (e.g. annual reports, videos, photos, workshop reports and memories) and documents (e.g. studies, news about the project and project impacts, government reports, forest governance reports, illegal logging reports, etc.) to support the development of the programme booklet and video concept and script in collaboration with WWF MCO communication and project teams;
- Presentation of a work plan for the assigned work specifying travelling days;
- Travel to project sites to collect materials including shooting and performing appropriate short interviews with the project partners, beneficiaries and stakeholders;
- Developing and delivering the desired products including editing

In consideration of the fees to be paid, the Consultant(s) will expressly assigns to WWF MCO any copyright arising from the works the consultant produces while executing the assignment. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from the WWF MCO. Images will be delivered royalties free, without any limit on time or usage including the web, printed publications, flags, posters, documentaries and other formats.
4. **Expected Outputs/Deliverables**

The consultant(s) is expected to deliver the following outputs in both Portuguese and English:

(a) A storyboard and script for the documentary film before filming for review and approval;
(b) A draft documentary film and programme booklet for review and thereafter to incorporate inputs;
(c) A complete 20-30 minutes’ documentary film with Portuguese and English audio narration options and subtitles where appropriate;
(d) A soft copy and hard copy of the programme booklet with no more than 50 pages.

5. **Duration and Timing**

The consultancy will be carried out and completed within 8 weeks from the time of signing Contract with WWF, with the following indicative timeline:

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<th>Tasks</th>
<th>Indicative Time</th>
<th>Deliverables</th>
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| Desk review of project materials and documents, and consultations with WWF | 2 Weeks         | -Detailed Work Plan  
- A storyboard and script for the documentary film |
| Field mission to collect materials including film shooting and performing appropriate consultations and interviews with project partners, beneficiaries and stakeholders | 4 Weeks         | A draft documentary film and programme booklet |
| Analysis, development and editorial works for the products, and review and feedback by WWF | 2 Weeks         | - A complete 20-30 minutes’ documentary film    
- A soft copy and hard copy of the programme booklet |

6. **Logistical Support and Other Information**

WWF MCO, RADEZA, FORUM TERRA, ADEL Sofala and AAAJC as the clients shall provide necessary support to the consultant(s) in order to execute the assignment effectively and efficiently. These shall include access to relevant project documents and contact details of relevant people to be interviewed. No equipment necessary for executing the assignment will be purchased or provided by WWF MCO. Any equipment needed to complete the assignment will be provided by the consultant(s).

7. **Assignment Work Station**

All the field mission and original footages will be conducted in Mozambique, specifically in the provinces of Sofala (Beira, Muanza, Gorongoza and Cheringoma), Tete (Tete city, Magoe and Changara), Zambezia (Quelimane, Gile, Mocuba and Pebane) and Nampula (Nampula city, Mecuburi and Nacala port). Final edits can be done from consultant(s) base with meetings for reviews and input with WWF MCO in Maputo.

8. **Eligibility/Qualification of Consultants**

The consultant(s) will have the following qualifications, skills and experiences:

- More than 5 years’ experience working in similar field
- Extensive experience in producing development work related documents for publication and documentaries for international organisations with the aim of reaching both local and international audiences
- Experience in working with conservation agencies, CSOs and other international organizations
- Local knowledge of the provinces and languages in Mozambique
- Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high quality production
- Excellent written and verbal Portuguese and English skills
- Ability to adhere to deadlines and flexibility;
- Availability to travel immediately, upon signature of contract;

9. Application Procedure

Interested candidates should submit separately the following by email to: concursos@wwf.org.mz with name of consultancy in subject line or via hardcopies delivered to WWF Office in Maputo, at Av. Rua Faralay Nº. 108 by December 06 at midnight Maputo time:

(a) A Technical Proposal – with a Letter of Interest and stating why the consultant(s) is suitable for the assignment and a brief methodology on the approach and implementation of the assignment; CVs of technical personnel proposed for the assignment highlighting relevant qualifications and experience; samples similar work previously done for other clients and references including contact details (e-mail addresses); and details of equipment consultant(s) have at their disposal necessary for executing the assignment.

(b) A Financial proposal indicating consultancy fee and a breakdown of gross costs related to the assignment in US$.

All submissions must be in English, and where applicable shortlisted applicants may be contacted for a face-to-face interview and presentation which shall be conducted also in English.

10. Evaluation of Applications

Applications will be evaluated based on: understanding and capacity to respond to TORs, technical robustness and methodology to execute the assignment (40 points); Organizational capacity, equipment and expertise to execute the assignment (30 points); relevant professional experience related to the assignment (20 points); and financial proposal (10 points).

\[\text{1 The lowest priced bid receives 10 points and other bids receive points based on 10 minus 1 point for every 2 percent difference from the lowest bid price. Any bids more than 100 percent higher than the lowest bid receive no points.}\]