

Terms of Reference (ToRs) for Consultant for Video Documentary of Minor Repair and Maintenance Work in 100 Schools in DG Khan and Rajanpur

Project Title:

Video Documentation of Minor Repair and Maintenance Work in few selected schools out of 100 Schools in DG Khan and Rajanpur districts

1. Project Brief

Sanjh Preet Organization, established in 2002 and registered under the Societies Registration Act 1860, has a strong legacy of implementing impactful projects across Pakistan, particularly in child protection and community development. The organization has collaborated with several international partners, including UNICEF, JICA, UNOCHA, and USAID, to address critical social issues.

In collaboration with the UNICEF, and School education department, South Punjab, Education Response & Restoration of Flood Affected Schools in Dera Ghazi Khan and Rajanpur was started in November 2022 for continuity of educational activities in the 425 schools flood affected schools for continuity of educational activities as identified by the education department. The organization has completed minor repair and maintenance work in 200 target schools and in the current phase of the project, the organization is working on minor repair and maintenance in 100 elementary schools in these two floods affected districts.

2. Background

The Sanjh Preet Organization is undertaking a project to conduct minor repair and maintenance work in 100 schools across DG Khan and Rajanpur to improve the learning environment and ensure a safe space for children. To document the process, outcomes, and impact of this initiative, we require a consultant to create a comprehensive video documentary that captures the progress and achievements of the repair and maintenance activities.

2. Objectives

The primary objectives of the video documentary are to:

- Document the repair and maintenance work conducted in the few selected schools, showcasing the transformation before and after the interventions.
 - Highlight the impact of these improvements on the school environment, teachers, students, and community members.
 - Provide a visual record of the project's achievements and challenges for reporting, awareness-raising, and future fundraising purposes.
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3. Scope of Work

The consultant will be responsible for:

1. Pre-Production:

- Understand the project objectives, target audience, and key messages.
- Develop a storyboard/outline for the video documentary in consultation with the Sanjh Preet Organization team.
- Plan the shooting schedule, locations, and logistics for capturing footage in the few selected schools out of 100 schools in DG Khan and Rajanpur.

2. Production:

- Capture high-quality video footage of the repair and maintenance work at selected schools, including before, during and after shots.
- Conduct interviews with key stakeholders such as school staff, students, community members, and project representatives to capture their insights and experiences.
- Capture any relevant activities, such as community engagement, interactions, and the positive changes resulting from the repair work.

3. Post-Production:

- Edit the footage into a 2:00-2:30-minutes video documentary, ensuring it tells a cohesive story about the project's impact.
- Include subtitles, voiceovers, background music, and any necessary graphics to enhance the documentary's appeal.
- Provide 50-60 pictures in High resolution quality of the minor repair work and students.

4. Deliverables

- **Raw Footage:** All raw footage captured during the project, including interviews and repair work.
- **Final Documentary:** A 2:00–2:30-minutes edited video documentary in high resolution, delivered in both digital and physical formats (e.g., USB).

5. Duration

The videography work is expected to be completed within **8 weeks** from the date of contract signing, including pre-production, production, and post-production phases.

6. Location

- The video documentation will take place in few selected schools out of 100 schools in DG Khan and Rajanpur, covering both rural and urban areas.
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7. Required Qualifications and Experience

The consultant or video production company should have:

- Proven experience in video production, especially in documenting social or development projects.
 - Ability to capture high-quality footage, conduct interviews, and tell a compelling visual story.
 - Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) and graphic design tools.
 - Knowledge of the local context and languages of DG Khan and Rajanpur is an advantage.
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8. Monitoring and Supervision

- The consultant will work closely with the Sanjh Preet Organization team to ensure that all aspects of the project are captured accurately.
 - Regular updates on progress will be required, and all work will be monitored and guided by the management of Sanjh Preet. The consultant will coordinate with communication and program team during this assignment.
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9. Application Process

Interested consultants or video production companies should submit:

- Technical proposal containing the outlining their understanding of the task, approach, and work plan.
- Financial proposal that includes a detailed budget breakdown that all includes travel, accommodation and related expenses. The financial proposal should also include all the applicable taxes as the organization will deduct the taxes as per applicable laws.

The applicant should also share links of samples of previous video production work and Profile and experience of the team involved.

Terms & Conditions:

- TOR of the assignment is attached or download from Sanjh Preet Organization web, www.sanjhpreet.org/careers

- Proposals should reach to Sanjh Preet Organization, procurementsho.sp@gmail.com on or before 12:00 PM 25, October 2024 and should be clearly written in subject “Technical & Financial proposal for Video Documentary Consultancy”.
- Proposal will be finalized on the October 21, 2024.
- Proposal review committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.

Submission Deadline: 21-10-24

Please send your proposals at: procurementsho.sp@gmail.com