



## REQUEST FOR PROPOSALS

### Consultancy Services – Project Documentary Production

<b>Solicitation Title:</b>	<b>Documentary Production Consultancy Services</b>
<b>Solicitation Number:</b>	ZHI.RISE.2024.05.223
<b>Submit Proposal to:</b>	<a href="mailto:procurement@zhi.org.zw">procurement@zhi.org.zw</a>
<b>Date of Issue of RFP:</b>	May 16, 2024
<b>Date Proposal Due:</b>	May 26, 2024, by 23:59pm
<b>Approximate Timeframe Consultant Contract Issued to Successful Candidate(s):</b>	May 31, 2024

#### Method of Submittal:

Respond via e-mail with attached document in MS Word / pdf format.

The Consultant agrees to hold the prices in its offer firm for **60 days** from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.

#### 1. About ZHI

Zimbabwe Health Interventions (ZHI) is a local non-profit human development organization whose mission is to help the Government of Zimbabwe (GoZ) achieve its health-related goals, with a focus on contributing to HIV/AIDS epidemic control using comprehensive and sustainable human development approaches; conducting research that will guide/inform policy and development of innovative interventions for human development in Zimbabwe. ZHI is currently implementing the Re-Ignite, Innovate, Sustain and Empower (RISE) Project in 9 out of the 16 DREAMS districts across Mashonaland Central, Midlands, Bulawayo, and Matabeleland South provinces. The project is funded by USAID.

#### 2. Background of Assignment

The DREAMS (Determined, Resilient, Empowered, AIDS-free, Mentored and Safe) partnership is an ambitious public-private partnership aimed at reducing rates of HIV among adolescent girls and young women (AGYW) in the highest HIV burden countries. In Zimbabwe, through support from USAID, Zimbabwe Health Interventions (ZHI) together with FACT Zimbabwe are implementing the DREAMS Program in 16 districts across 6 provinces. The ZHI's Re-Ignite, Innovate Sustain and Empower (RISE) program is implemented in Matabeleland South, Bulawayo, Midlands, and Mazowe, while FACT Zimbabwe's Support, Maintain, Advocate, Reduce Risk and Transform (SMART) Project is in Manicaland and Masvingo.

The DREAMS program intends to showcase its work at the upcoming International AIDS Society (IAS) in Munich, Germany. To achieve this, the program seeks a consultant to document the project activities through a short video and pictures.

### **3. Objective of Assignment**

The purpose of this assignment is to document the human impact stories from the two (2) DREAMS Programs, the DREAMS-RISE and the DREAMS-SMART programs in Matabeleland South, Manicaland and Masvingo. This assignment includes filming, editing and production of a short 5-minute overview/documentary video of the program beneficiaries, program components, and achievements; as well as capturing of a minimum of 50 high resolution pictures/images from which 5 powerful images will be used for Posters. The video and pictures should be of high-quality resolution, with the video having a voiceover and captions where possible.

### **4. Scope of Work**

The service provider is required to produce a short video told mainly from the perspective of ZHI-RISE and FACT Zimbabwe SMART program beneficiaries, with interviews and inputs from local communities, key stakeholders, and RISE program staff.

- The video should be produced in English, at the highest market quality standards, high definition, full color, with clean stylistic touches. The short video/documentary should be suitable for use on various multimedia platforms for information sharing with different audiences/stakeholders.
- The video production i.e. filming, editing, voicing/narration etc. should be done by the service provider
- The service provider will also produce high quality images from the program.

### **5. Consultant Responsibilities:**

Under the supervision of the Program Communications team, the consultant will be responsible for the following:

- Production of the short video and images
- Ensure the highest broadcast quality of videography and photography.
- Ensure that all requests and instructions from the 2 programs pertaining to videography and video-editing requirements are fulfilled per agreed timelines.
- Ensure that correct video formats are used as requested by the programs.
- Ensure that video produced for use during the IAS (International AIDS Society) conference and social media follows the specifications required by the program.
- Work with the highest professional ethical standards and in keeping with DREAMS' core messages.

### **6. Expected Deliverables:**

1. Inception report outlining concept, methodology, and timeline including storyline in English and local language (Shona and Ndebele).
2. Draft video copy for review and input
3. A final 5-min video/documentary of high-quality resolution with English subtitles and voiceover as well as English captions as necessary.
4. A minimum of 50 High resolution full colour story telling project images in high quality resolution.

## **7. Methodology**

The consultant must propose an appropriate methodology for the assignment in advance. The selected consultant/consulting firm will refine the methodology and prepare a broad storyline, content, and timeline in consultation with the ZHI and FACT DREAMS team within the first week of contract signing. The methodology can be further broken down into the following key steps: -

- i. Preparatory work/pre-production: Desk review of the DREAMS program, good practice, and content and storyline development
- ii. Production: Field visits to capture the video footage and voice bites collection and interviews with the target audience.
- iii. Video editing, narration, and finalization: The consultant will closely work with the ZHI and FACT documentation teams to finalize the final outputs (video and photographs).

## **8. Duration of the Assignment**

The assignment will be for **fifteen (15) days**. This includes travelling to the project sites, communities, health facilities, national offices and stakeholders' offices, script writing, video filming, photography, and editing. The tentative date of commencement is 1 June 2024.

## **9. Location of Assignment**

Harare, with field travel.

## **10. Consultant Qualifications, Experience and Competencies**

- Ability to pick and develop a compelling international audience.
- Ability to film broadcast quality video and audio.
- Have Final Cut Pro/ Adobe editing skills (or other professional editing software).
- Have knowledge of converting video files from multiple formats.
- Have online video publishing and file transfer skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in a multicultural environment.

### **Required Experience and Education**

- Previous experience working with the DREAMS Program is a distinctive advantage.
- Qualification in media communications, Journalism, Social Sciences, Humanities, Filming and Videography, or any other related field, a bachelor's or a master's degree in these fields are preferred.
- At least 8 years' experience in filming and video production within the development sector in Zimbabwe and/or region
- A proven track record of developing human impact stories and documentaries for the development sector.
- Experience documenting health programs.
- Submit products of work done for with NGOs in Zimbabwe/region
- Fluency in English, Ndebele, Shona, and knowledge or other local languages is an asset.

## 11. Application Procedure (Recommended Presentation of the Proposal):

Your proposal document must address all requirements detailed out in the Terms of Reference and include the following:

1. **Proposal Cover letter** - letter of interest, highlighting corporate profiles, years in business, significant work experience relevant to the assignment.
2. **Technical proposal** of not more than 5 pages, detailing the following:
  - a. Demonstrating clear understanding of the Terms of Reference
  - b. Capacity statement - ability to handle the assignment.
  - c. Clear description of the proposed methodologies, and work plan. The work plan should be as practical as possible given the duration of the assignment.
  - d. 3 contactable related to the execution of similar assignments from recent clients, preferably in the NGO sector
  - e. Submit sample / links of similar work done.
3. **Financial Proposal** – detailing the following:
  - a. Consultancy and any other related costs e.g. travel costs
  - b. Payment terms

## 9. Submission Instructions

Proposals are due no later than **23:59 PM** on or before **Sunday, May 26, 2024** through e-mail to [procurement@zhi.co.zw](mailto:procurement@zhi.co.zw) with subject line clearly stated as “**Consultant for Videography/ Photography Service DREAMS Program**”.

## 10. Evaluation and Selection

Proposals will be evaluated and ranked according to the conditions described in the evaluation criteria below, with a total overall maximum point value of 100:

<b>Criteria</b>	<b>Weight</b>
<b>1. Mandatory eligibility requirements</b> <ul style="list-style-type: none"><li>- Company profile</li><li>- Certificate of registration/incorporation</li><li>- Valid Tax clearance certificate/VAT registration</li><li>- Bank account details (Local Nostro Account)</li></ul>	Pass/Fail
<b>2. Technical proposal</b> of not more than 5 pages, detailing the following: <ul style="list-style-type: none"><li>- Proven previous experience working on the DREAMS program.</li><li>- Demonstrating clear understanding of the Terms of Reference</li><li>- Technical capacity statement - ability to handle the assignment (skills, equipment etc)</li><li>- Clear description of the proposed methodology, and work plan. The work plan should be as practical as possible given the duration of the assignment.</li><li>- A minimum of three (3) verifiable current/previous clients (references), preferably in the NGO sector.</li></ul>	70%
<b>3. Financial proposal</b> - cost-effectiveness of proposal, with following breakdown <ul style="list-style-type: none"><li>- Consultancy fees</li><li>- Any other related costs e.g. travel costs.</li><li>- Payment terms</li></ul>	30%
<b>Total</b>	<b>100%</b>

**Selection** will be based upon “**Best Value**”. Applications will first be evaluated and scored from a technical standpoint. Applications that are technically acceptable shall then be evaluated in terms of cost. The award shall be issued to the offeror with the highest combined technical and cost score. Interviews with shortlisted candidates may be held, and references checked.

#### **12. Payment conditions**

Payments shall be made directly to the vendors’ Nostro bank accounts upon submission of a valid fiscal tax invoice and valid tax certificate.

#### **13. Copyright and Intellectual Property Rights**

In consideration of the fees paid, the consultant expressly assigns to the program (ZHI, FACT, and their stakeholders) 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 the program.

#### **14. ZHI Terms and Conditions**

- ZHI reserves the right to cancel the solicitation and not award
- ZHI reserves the right to accept or reject any proposals received at any time, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the action.
- Incomplete proposal submissions that do not comply with all specifications will be rejected.
- ZHI may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- ZHI reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- ZHI will have title rights, copyrights and all other rights whatsoever nature of all materials produced