

1. **CONTEXT**

The Global Water Partnership (GWP) is an international non-profit network organisation created in 1996. With a diverse partnership of more than 3000 organizations from 178 countries, including governments, the private sector, civil society groups, the GWP network is made up of 13 Regional Water Partnerships and 85 Country Water Partnerships (CWPs), which are neutral platforms for dialogue on development policies from the bottom to the top.

Global Water Partnership Central Africa (GWP-CAf), the GWP Regional Water Partnership in Central Africa (<https://www.gwp.org/en/GWP-Central-Africa/>) was formally established in 2008. Its vision is for a "Central Africa where water security is guaranteed", and its mission is to "support sustainable development through the promotion and implementation of Integrated Water Resources Management (IWRM) in Central Africa".

In order to achieve this vision, GWP-CAf, through its Cameroon Country Water Partnership (GWP-Cmr) and UNICEF, implemented the project "Improving Climate Resilience - WASH Services in the Mayo Tsanaga Sub-basin through Pilot Initiatives" which highlighted sanitation and health problems, including groundwater pollution by fluoride which causes bone and dental fluorosis among children, young girls and men in the region. Other studies have highlighted the psychosocial impact of dental fluorosis on gender in Meri district. These initiatives in the analysis of the issue of fluoride in the Mayo Tsanaga sub-basin have resulted in the first joint solutions between GWP-Cmr, UNICEF and partners (CEDC, ACEEN, IRGM) : a local gender sensitization and training on dental fluorosis to reduce the stigmatization of young girls and the manufacture of a prototype of a household fluoride filter.

In order to share this new experience of action research for climate-resilient economic development in the region and to mobilize decision-makers, planners, technical and financial partners on the issue of fluorosis, GWP-Cmr will produce a documentary. These Terms of Reference are subject to a call for consultation with a production studio or producer/director to lead and coordinate the production of this documentary.

1. **OBJECTIVES OF THE ASSIGNMENT**
2. **Overall objective**

The overall objective of the assignment is to produce a documentary film in High Definition (HD) on fluorosis in Cameroon, highlighting its origins, impacts, partner’s involvement and potential remediation options with a focus on communities within the Mayo-Tsanaga Sub-Basin.

1. **Specific objectives**

The entire film production (i.e writing, filming, narration, translation, interviews, editing) will be handled by the consultant in line with the following specific objectives:

* Develop the documentary film’s overall concept and scenario;
* Develop the documentary script and storyboard ;
* Visit the selected project sites and interact with the local communities in the Mayo Sanaga River Basin where the impacts by fluorosis are prominent to better understand the context and big picture;
* Obtain legal documents required in the filming of the documentary (drone permits, leasing forms, consent forms, copyright etc.)
* Plan and shoot interviews with selected persons for the documentary who will include the project owners and beneficiaries, program staff, partner representatives and the GWP Cameroon Chair;
* Perform appropriate HD video filming;
* Present a draft documentary for comments;
* Produce a final HD video documentary film in four versions (26 minutes, 13 minutes, 6 mins and 90 seconds)

1. **EXPECTED RESULTS**

* A storyboard and script clearly portraying the overall objective of the documentary film;
* A documentary film demonstrating clearly the origin and concentrations of fluoride in underground water resources in Cameroon, highlighting its impacts on human health and well-being, its psychosocial impacts and differentiated impacts on women/girls. Also clearly portraying the role of GWP-Cmr and partners in raising awareness on fluorosis and its impacts, and especially in changing mentalities and reducing stigmatisation;
* All legal documents are obtained on time.
* A draft of longest version (26 minutes) of the documentary to GWP-CAf three days after the field mission;
* A final HD video documentary film in four versions: 26 minutes, 13 minutes, 6 minutes and 90 seconds;

1. **DELIVERABLES**

* Scenario, storyboard and script of the documentary submitted for validation before shooting begins;
* One DVD-R copy of the 26-minute broadcast quality (1920 x1080p) Full HD video documentary film with subtitles in French and English;
* One DVD-R copy of the 13-minute broadcast quality (1920 x1080p) Full HD video documentary film with subtitles in French and English;
* Final HD video documentary film with a professional sound recording at minimum of 96 kHz/24-bit for all four versions (90 seconds, 5-10 minutes, 13 minutes and 26 minutes) submitted in a hard drive;
* 90 seconds teaser and 5-10 minutes documentary with English and French subtitles and a Fulfulde version submitted in a USB;
* Excerpts of key stakeholders’ interviews and all raw files submitted in a hard drive;
* Post-production report on the process including the names of crew members and their role, partners, dates of activities, challenges and recommendations.

1. **ROLES AND RESPONSIBILITIES**

**The specific tasks of the Consultant will include**:

* Conceptualize / structure the content of the documentary and identify key stakeholders to be interviewed in coordination with GWP-Cameroon;
* Set timelines and respect project deadlines;
* Ensure all legal documents required for the production are obtained on time;
* Plan and conduct field visit;
* Manage production crew to ensure project objectives and documentary specifications are met;
* Present a draft documentary for review to the GWP- Cameroon team;
* Submit final cut of documentary in requested file size and format (DVD-R, USB and hard drive) within stipulated deadline.

**The Coordination Team (WACDEP-G team) shall:**

* Elaborate the Terms of Reference (ToR) of the activity to be carried out and ensure the consultant has a clear understanding of the document;
* Support the consultant by facilitating administrative procedures and providing technical information;Determine basic guidelines to be respected by production team;
* Provide archive files to be used in the documentary;
* Define the sampling of the sites involved;
* Consult with the authorities in the sites concerned prior to field visits with the consultant;
* Accompany the consultant on field visits;
* Provide support and possible solutions to difficulties that may arise during filming in collaboration with the consultant;
* Review and edit first cut of the documentary film;
* Ensure compliance with the GWP’s corporate design;
* Approve the final version of the documentary.

1. **QUALIFICATION AND EXPERIENCE**

Interested applicants for the GWP-Cmr documentary producer consultancy position are required to have a high level technical/professional expertise that demonstrates the following qualifications and experiences:

* At least a Bachelor’s Degree in any field;
* At least 5 years of proven experience in documentary/films/TV Program production;
* Ability to produce an HD video documentary in different versions on a variety of issues and a specific subject matter related to development work ;
* Demonstrated experience in working and / or collaborating with international organizations, government institutions and agencies with the aim of reaching both local and international audiences;
* Excellent technical capacities and access to high quality equipment to ensure the stipulated picture and sound quality;
* Experience in producing documentary on development themes especially in natural resources management and sustainable development will be an asset;
* Previous experience working in the Northern Region of Cameroon will be an advantage;
* Ability to conduct interviews in French or English.

1. **CONSULTANT SELECTION**

This consultancy assignment requires creativity, professionalism, multi-tasking abilities, delivery capacity and attention to detail, managerial skills and ability to respect timelines. The consultancy will involve national travel.

1. **Specifications for bidders**

The application file will consist of the following offers which will be used in the consultant selection process:

1. Technical Offer
2. Financial Offer
3. **TECHNICAL OFFER**

* An introductory paragraph clearly showing the consultants understanding of the ToR and the overall project objective;
* A methodology outlining the mission, work plan with timelines for the pre-production, production and post production phases of the documentary film;
* A list of all crew members specifying their roles in the documentary project.
* Consultants documents consisting of; work portfolio, financial documents (tax payers card), photocopies of certificates/accolades (if any);
* Three copies of documentaries produced by the consultant (At Least one in HD) A documentary produced for an International NGO will be a bonus.

1. **FINANCIAL OFFER**

The financial offer will include all expenses to be made in the execution of the documentary film presented in the following order;

* **Part 1 : Consultancy Fees**
* This will include the fees for the producer and all team members;
* **Part 2: Field Mission (s)**

Budget for field mission(s) showing clearly a detailed breakdown of all estimated costs for the designated days of shooting including travel cost and logistics, legal documents required etc.

1. **LOCATION AND DURATION OF ASSIGNMENT**

The pre-production phase will be done in Yaoundé and shooting will take place in Yaounde and specific cities in the Far North region.The duration of this assignment is 35 working days for a period two months from the date the contract is signed..

1. **FUNDING**

The consultancy assignment will be entirely funded by GWP Cameroon (GWP-Cmr) through its Water, Climate, Development and Gender Program (WACDEP-G).

1. **INTELLECTUAL PROPERTY**

GWP-Cameroon is the executive producer of this documentary. All information pertaining to this project (archive files, audio, images, project documents, etc.) belonging to GWP-Cmr which the service provider may come across or use in the performance of his/her, duties under this consultancy shall remain the property of GWP-Cameroon who will have exclusive rights over its use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without the written permission of GWP-CAf.

1. **EQUIPMENT FOR THE ASSIGNMENT**

No equipment will be purchased or provided by GWP-CAf. Any equipment needed in the execution this assignment will be provided by the service provider.

1. **EXPRESSION OF INTEREST**

Interested qualified consultants should submit their technical and financial offer along with supporting documents (work profile/ Curriculum Vitae with 3 references) and at least three video documentaries produced to [recrute@gwpcaf.org](mailto:recrute@gwpcaf.org) clearly indicating ***“Submission for documentary producer, GWP-Cameroon” as the email subject.***

**Applications must be submitted electronically no later than 5 pm (Cameroon time) on January 6th, 2021.** This call for applications is open to production houses and producers/directors in Cameroon.

GWP Cameroon will evaluate and shortlist consultant (s) based on experience and capacity as well as the quality of the technical and financial offer.

**EXPECTED START DATE:** Immediately the contract is signed.

**DURATION OF THE CONTRACT:** 2 months