

## Section II: Schedule of Requirements

eSourcing reference: RFQ/2022/42115

### Terms of Reference:

#### Provision of Video Production and photography services to UNMAS in North-East Nigeria

### 1. BACKGROUND

Northeast Nigeria is facing a problem of weapons and explosive hazard contamination as a result of protracted conflict. The presence of explosive remnants of war (ERW), improvised explosive devices (IED) and landmines of an improvised nature, poses a serious threat to civilians as well as to United Nations and humanitarian personnel operating in the north-east of the country.

UNMAS deployed to Nigeria in April 2017 to conduct an Explosive Threat Scoping mission to Nigeria which resulted in the recommendation of the establishment of a humanitarian mine action coordination and support capacity in Maiduguri and immediate provision as appropriate, technical response to the explosive contamination impacting the humanitarian crisis in the north east. In addition, the General Officer Commanding (GOC) for Division 7 of the Nigerian Army made a request through the Deputy Humanitarian Coordinator in December 2017, to have UNMAS presence in the north east. The GOC highlighted the negative implications of the explosive threat including Improvised Explosive Devices and Unexploded Ordnance on IDP return, livelihoods and return to normalcy in northeast Nigeria.

In 2018 UNMAS established a permanent presence to implement a mine action programme in Nigeria to:

- Improve the protection of civilians and facilitate humanitarian assistance;
- Enhance national capacity to mitigate explosive threats and enable compliance with international treaty obligations;
- Reduce the explosive threat to United Nations personnel and humanitarian workers.

The UNMAS Nigeria Programme takes a strategic, multi-year comprehensive approach for protection of civilians and humanitarian actors through humanitarian mine action in north-east Nigeria, supported by multi-donor contributions. This approach encompasses a range of responses, including EORE and Conflict Prevention and Preparedness (CPP)

Under Japanese funding, UNMAS is currently implementing projects in Maiduguri, Jere LGA and in Gwoza town, Gwoza LGA. The activities relate specifically to protecting civilians and humanitarian actors in north-east Nigeria from the threat of explosive ordnance, and are supporting the advancement of two outcomes: (1) National and local entities mitigate the explosive threat in north-east Nigeria; and (2) The immediate threat posed by explosive ordnance to civilians and humanitarian and development actors is mitigated.

Under this project an output agreed with the donor is the creation of media products such as a video and high resolution photographs highlighting the financial support from the donor to the communities at risk in north-eastern Nigeria.

## 2. OBJECTIVES

The overall objective of this assignment is for a competent contractor to produce media material including some short videos and high resolution photographs that can be used in various communications platforms. This will involve traveling to remote locations in the Borno State, northeastern Nigeria, in particular Maiduguri, communities in Jere LGA and Gwoza town in Gwoza LGA.

## 3. SCOPE

The organization selected for this assignment will perform the following indicative tasks:

*In consultation with UNMAS Nigeria:*

- Produce story creation for the short videos.
- Produce a photography and videography shot list.
- Compile the list of stakeholders and beneficiaries to be interviewed and produce interview questions.
- Present a work plan for the assigned work specifying traveling days
- Field location visit, conduct the required interviews with stakeholders and beneficiaries and acquire the video and photographic footage
- Work on the desired products for this consultancy, including high resolution photographs and videos.

## 4. EXPECTED OUTPUTS (DELIVERABLES)

The Contractor will produce a database with 120 high resolution photographs on Japanese and German funded activities and two videos on Explosive Ordnance Risk Education (EORE) and Conflict Preparedness and Preparation (CPP) activities for communities in Borno State..

- **Two(2) Video in HD**
  - a) Video shooting and editing
  - b) Narration, translation and subtitles in Japanese and English
  - c) 1 documentary video 20 to 25 minutes and 1 documentary video (highlights) - 3 to 5 minutes
  - d) Script development
  - e) Full usage rights for music (or music for which copyright has been granted)

The video must highlight the support provided by UNMAS funded by the Japanese Government to implement EORE and CPP activities, including: interviews with local people, document impact of EORE messaging on children in the community, document impact of delivered training to community members in the context of CPP, document impact of training delivered with German funding on non technical survey, identifying hazardous areas within the community and providing information back to the community.

- **One hundred and twenty (120) High resolution photographs:**
  - At least 120 high quality and high resolution, edited and captioned pictures delivered on a portable storage device. Photographs should include:
  - Delivery of training (medical training, CPP related training, EORE Training, NTS training or other training)

- Local communities: photos of members of local communities involved in activities following receiving training – delivery of EORE in schools, using first aid skills, using CPP skills, conducting NTS

## 5. TIMING AND LOCATION

This assignment will entail a minimum of 5 days of field work in location, excluding traveling to and from Maiduguri. A further number of days should be assigned to media development, editing, post production of media outputs and validation of products by UNMAS up to a maximum of 30 workdays. All travel and accommodation will be covered by the contractor.

### Timing:

Due to constraints in use of UN helicopter flights the window to travel to Gwoza town will be departure to Gwoza on 7 June 2022 and return to Maiduguri on 9 June 2022.

This means that the organization's staff **must** arrive in Maiduguri on Sunday 5 June.

On Monday 6 June they will receive a location brief and be required to conduct interviews and shoot footage on location in the Maiduguri/Jere area.

Tuesday 6 June to 9 June will be travel to/from Gwoza and conduct interviews/shoot footage in Gwoza

Friday 10 June will be an additional opportunity to conduct interviews and shoot footage in Maiduguri/Jere area and debrief UNMAS on the field visit.

The staff of the organization should return to Abuja on Saturday 11 June 2022.

Location: The Contractor will have to travel to Maiduguri/Jere area and to Gwoza town, Gwoza LGA for the field visit component of the project and will be present in the location for a minimum of 5 days.

## 6. LOGISTICAL SUPPORT

UNMAS will provide logistical support including; arranging pick up/drop off at Maiduguri airport, transport between UN Humanitarian hub and locations for interviews. shooting of footage in Maiduguri/Jere/Gwoza, return flight to Gwoza, introduction to all focal points, stakeholders and beneficiaries in field locations, arrange reservations for accommodation in UN Humanitarian Hubs on behalf of the organization's staff.

**UNMAS will cover this logistical support for max 2 people.**

Note that the organization is responsible for the provision of food and accommodation of their staff during the field visit component, as well as for the flights to and from Maiduguri from Abuja.

For security reasons UNMAS recommends that the organization's staff will only be accommodated at the UN Humanitarian hub in Maiduguri and Gwoza. UNMAS will make the reservations but the organization is to ensure that they provide payment for accommodation and food costs for their personnel. This is to be included in the project budget.

The organization should budget for 92USD/night/person for accommodation and food.

## 7. ORGANIZATIONAL PROFILE

To be considered, the contractor must fulfill the following criteria:

- Established office and current operations in Nigeria
- At least 2 years' cumulative experience providing similar services, with a minimum of 3 contracts executed within the last 2 years.
- Proven expertise in videography and still photography, and experience in producing international quality documentaries, and demonstrated skills in photo and video editing. The contractor may be required to submit samples of their work for review.

## 8. EQUIPMENT

The bidders **shall provide all equipment** for effective delivery of this assignment as per the scope stated herein above.

## 9. PAYMENT SCHEDULE

Payment will be made in three instalments as follows:

- **Instalment 1: 40%** of funds to be paid upon completion of field work, including capturing the relevant footage for both video and still photography
- **Instalment 2: 60%** of funds to be paid upon production and acceptance by UNOPS of the final HD video and still photographs as specified under (5) of this TOR.

## 10. OWNERSHIP AND INTELLECTUAL PROPERTY

UNMAS shall be the owner of all material provided, including videos, still photos, raw footage and any material generated as a result of this assignment. The contractor does not have permission to share any of the material received from UNMAS, nor the final product.

## 11. TIMEFRAME

Contractor must state in writing what is the timeline to produce all videos from the moment the field work to capture relevant footage to final cuts / prints. The timeline should include time for reviews and approval by UNMAS of rough cuts, fine cuts and final cuts or finished products / outputs.

## 12. GENDER CONSIDERATIONS

The Contractor is encouraged to familiarise itself with the “The Strategy of the United Nations on Mine Action that explicitly makes reference to gender mainstreaming in mine action, available at the UNMAS Website: [https://www.mineaction.org/sites/default/files/publications/un\\_mine\\_action\\_strategy\\_2019-2023\\_lr.pdf](https://www.mineaction.org/sites/default/files/publications/un_mine_action_strategy_2019-2023_lr.pdf) and with the UN Gender Guidelines of projects in Mine actions, available at UNMAS website: [https://unmas.org/sites/default/files/documents/mine\\_action\\_gender\\_guidelines\\_web.pdf](https://unmas.org/sites/default/files/documents/mine_action_gender_guidelines_web.pdf), and apply them to its operations as part of the proposal.

The Contractor will have to demonstrate how their projects take gender and diversity into account during the execution of the contract. Gender and diversity influence the way in which a person is affected by explosive contamination – including their risk of becoming a victim, the ability to access medical and support services, and their long-term recovery and reintegration. In addition to this, because of the distinct patterns, roles and responsibilities of women, girls, boys and men, mine action activities need to be sensitive to gender and diversity in order to be effective and efficient. Each member of the community can provide valuable information about contaminated areas and uses of those areas.

The Contractor shall mainstream gender & diversity to the extent possible within the context of the contract, including in the planning and the execution of activities under this contract.

The Contractor shall have in place a **practical plan** for implementing gender sensitive operating practices. This shall cover the integration of gender mainstreaming in the project's approach and structure, and applying a gender lens in the selection of setting, recording, editing and the final deliverables of this contract. To learn more about gender mainstreaming in mine action, please refer to [Gender Mainstreaming Page](#) in UNMAS web site.