

# Terms of Reference (ToR) for Film Support

Ghana Somubi Dwumadie  
(Ghana Participation Programme)  
February, 2022

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## 1. Background

Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK Aid from the UK government. The programme is run by an Options-led consortium, which also consists of BasicNeeds-Ghana, King's College London, Sightsavers and Tropical Health, and focuses on four key areas:

1. Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities
2. Scaling up high quality and accessible mental health services
3. Reducing stigma and discrimination against people with disabilities, including mental health disabilities
4. Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions

## 2. Rationale and Purpose of the film support

Ghana Somubi Dwumadie is an active programme with a number of key workstreams. The programme is seeking to promote activities around International Women's Day and, separately, to highlight the work of our grantees from our COVID-19 Psychosocial Resilience Support grants round which ended in October 2021.

For **International Women's Day**, the rationale is to:

- Promote the leadership of women with disabilities, including women with mental health conditions
- Highlight the experiences of women with disabilities, including women with mental health conditions

We have a range of existing material which can be repackaged and anticipate being able to conduct a small number of interviews in the time available.

For our **COVID-19 grants films**, the rationale is to:

- Promote the good work of our grantees
- Highlight the positive impact of the grants
- Thank UK aid for their support

The majority of filming has been concluded; however, support is required to edit and subtitle the films and shoot 2 new films.

### 3. Scope of the Assignment

It is expected that the work will break down as follows:

#### International Women's Day – 5 days

This will cover the production of a 6-minute documentary for International Women's Day. We will interview four women with different disabilities and delve into how they are living their lives, as well as how they champion the rights of women with disabilities. The location is Accra.

Requirements:

- Plan the shoot with the creative/comms team and the client.
- Film videos on locations
- Following a script
- Inputting graphics to enhance footage, including selecting music and writing and recording voice-overs
- Working closely with comms/creative team to present final product that matches Ghana Somubi Dwumadie's vision

#### COVID-19 Grants Videos – 11 days

There are five (5) in all (one is only audio that should be turned into a film with additional footage). Three (3) of them are fully edited but would need some final touches, including subtitles. They are between 6 to 10-minutes long each.

2 fresh films should be shot and edited and subtitled etc for 2 northern locations

Requirements:

- Finalise edited footages
- Remove all background noise
- Improve and correct lighting, colouring and faulty footage
- Edit untouched films in post-production
- Add subtitles

**Total: 16 days**

### 4. Timeframe, Deliverables and Payment Schedule

#### 4.1 Timeframes and deliverables

International Women's Day video should be one film of 6-minutes, and Grants film should be five films, of 6-10 minutes each.

All films must be subtitled and reflect our positive tone of voice. In addition, attribution / credits must reflect funding from UK Aid from the UK Government, as well as thanking the participants and the programme.

Table 1: timeframes and deliverables

|    | Tasks   | Timeframe   |
|----|---|-------------|
| 1. | Submission of bids/approach                               | 27 February |
| 2. | Due Diligence checks and contracting completed by         | 04 March    |
| 3. | Submission of batch 1 - International Women's Day films   | 09 March    |
| 4. | Revision/finalisation of batch 1                          | 10 March    |
| 5. | Submission of batch 2 - subtitled and edited grants films | 25 March    |
| 6. | Revision/finalisation of batch 2                          | 28 March    |

## 4.2 Payment Schedule

40% payment on contracting and 60% payment on completion

## 5. Ethics, Data Protection and Safeguarding

The supplier shall be responsible for upholding all ethical standards by ensuring that they follow and apply the good data protection principles in handling reports and materials.

The supplier shall adhere to Options Data Protection, Confidentiality and Company Property requirements which will be detailed in the Service Agreement between the parties.

Safeguarding is a priority concern for Ghana Somubi Dwumadie, and the Programme is committed to ensuring that its staff, programmes, consultants, and activities 'Do No Harm'. In our context, safeguarding focuses in particular on measures undertaken to protect adults with disabilities, including adults with mental health disabilities, against Programme risks, actions and behaviours which results in them being harmed, exploited, neglected, or discriminated against. In view of this, the supplier is required to be aware of the safeguarding policy in the contract.

Please note, all COVID-19 protocols must be followed.

## 6. Consultant's Competencies, Experience and Skills Requirements

This consultancy assignment is open to individual consultants with extensive grants management expertise particularly on grant funded development projects or programmes. Applicants will be assessed against a set of criteria including:

- Proven experience on working with people with disabilities and / or mental health conditions
- Significant experience in producing news, documentary films, and short format videos
- Excellent technical skills in video, audio, and post-production
- Professional sound recording at minimum of 96 kHz/24-bit
- HD web files (H264 MOV.) as final products
- HD DVD as final products
- Canon 5D or equivalent camera an advantage and relevant audio/editing software
- Excellent planning and organisational skills
- Proven ability to meet deadlines
- Value for money (suitability of the financial proposal)

## 7. Points of Contact

The primary point of contact for this agreement is the Programme Manager (**p.hand@ghanasomubi.com**). Other Ghana Somubi Dwumadie staff to be involved in the work to provide targeted support when required include the Programme Team Leader (**I.adwan-kamara@ghanasomubi.com**) and Communications Manager (**d.mensah@ghanasomubi.com**)

## 8. Application Process

The closing date for submitting your Expressions of Interest is **5pm (GMT) 24 February 2022**. This should include:

- An explanation of how you fulfil the consultant Competencies, Experience and Skills requirements in Section 6
- A description of how you will approach this task to ensure you meet the deadlines in section 4.1
- A financial proposal
- Confirmation of your availability to undertake the task in the timescales specified
- A CV with 2 references