#### **Concept Note for RCA video documentary**

1. **Railway Children Africa**

Railway Children Africa (RCA) is a subsidiary of Railway Children UK – an international charity that fights for children living and working on the streets (CLWS). RCA is registered as a Limited Company (77698) under the Companies Act, and with NGO compliance (1563) under the Non-Governmental Organizations Act in Tanzania.

Our work focuses on vulnerable children who live alone and at risk on the streets, where they suffer abuse and exploitation. They run away or are forced to leave their homes where they suffer poverty, violence, abuse and neglect.

They find themselves living on the streets because there is nowhere else to go and nobody to turn to. However, the problems they face on the streets are often even worse than those they endured at home. Every day we fight to change their story.

1. **Background**

The power and relevancy of film documentaries for advocacy purposes in the modern world cannot be overemphasized. A film documentary can be used to change or improve society in some way by bringing to light certain causes or injustices – *violent practices and abuses* - with the hope to help galvanize the communities to change certain attitudes and perceptions. It can also be used to encourage dialogue across different groups of people, promote the rights of CLWS and advocate for their protection and inclusion in government’s plans, policies and programmes.

Our experience shows that 100 per cent of CLWS have been subjected to some form of violence or abusive. For example, they are rounded up, attacked, beaten and reviled by the community around them. With no one to care for and protect them, they have little chance of becoming productive citizens as adults. But CLWS are still children. They have the same rights and deserve the same opportunities as any other children but need very specific and targeted services to support them.

1. **Activity summary**
   1. **Theme**

“Children on the streets are still children – they have the same rights and deserve the same opportunities as any other children”

* 1. **Overall objective**

To produce a 7-10 minute video documentary aimed at challenging people’s negative perceptions about CLWS.

* 1. **Expected outcome**

Highlight the level of stigma attached to CLWS in a way that challenges the viewer to reflect on their own attitudes and perceptions of CLWS.

* 1. **Main activities**

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| **S/N** | **Activity** |
| **1** | Concept note sign off |
| **2** | Selection of consultant |
| **2** | Content development– *brainstorming sessions, literature review, FGDs etc* |
| **3** | Script development, review and sign off |
| **4** | Preproduction planning- *obtaining necessary permits* |
| **5** | Shooting - *filming the content* |
| **6** | Postproduction- *editing – adding music, graphics and colour grading* |
| **7** | Pre-view of first draft of the documentary |
| **8** | Re-edit - *revising basing on the input from the previewing session and sign off* |
| **9** | Documentary launch |

* 1. **Key target stakeholders**
* Parents/ Guardians/ Caretakers (Community members)
  1. **Timeliness**
* This activity is expected to be completed by the end of December 2019

**Scope of Work**

Under the overall guidance and supervision of RCA and support from RCUK Comms team, the consultant will be responsible for the following:

* Ensure delivery of all the end products that meet the deadlines as specified below
* Ensure delivery of all footage obtained for production.
* Ensure RCA retains full Copy right of all footage filmed.
* Ensure pre-production filming and postproduction are of the highest quality
* Ensure all necessary permits to produce the film are obtained prior to filming
* Liaise with RCA country office on production schedules, filming, formats and location access.
* Work with the highest professional ethical standards and in keeping with RCA’s safeguarding and other policies
* Ensure that the correct technical requirements are followed as stated below
* Ensure the film is subtitled to English

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| **Deliverables** |  |

1. It is expected that the consultant will produce:

* A work plan and a story board based on input from RCA.
* **Draft 1**: unedited rough version upon which RCA will provide initial inputs
* **Draft 2**: first edited version of film upon which RCA will provide substantive inputs
* **Draft 3**: second edited version of film upon which RCA will provide final inputs
* Final high res file of film
* Final version: DVD

2. H264 1mbit Web streaming file of the film version

**Duration of Assignment**

This assignment is estimated to be completed in two months.

**Expertise and Qualifications**

* Experience in producing similar documentary films.
* Demonstrated ability to produce high quality short films various topical issues.
* At least 5 years of proven technical experience for the main crew involved in the production.
* Excellent communication skills

**Technical requirements**

* Broadcast quality full HD video, 1920 x1080p, 50FPS
* Professional sound recording at minimum of 96 *kHz*/24-bit
* HD web files (H264 MOV.) as final products
* HD DVD as final product
* Canon 5D or equivalent camera an advantage

**Competencies**

* Excellent planning and organizational skills.
* Proven ability to meet deadlines.
* Ability to work effectively with RCA.
* Ability to work in a culturally diverse environment.

**Monitoring and Progress Control**

RCA and the consultant will have regular meetings to discuss progress.

**Payment Terms**

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| **Payment Schedule** | | | |  |  |
| **40%** | |  | Upon submission and approval of work plan and story board | | |
| **60%** | |  | Upon submission and approval of final version of the film | | |
| **Evaluation and Selection Criteria** | | | | | |
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The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR)/Scope of Work (SOW) as per the evaluation criteria below. In order to be included in the short list, the bidder must get a total score of no rating below 70%. Any CV’s getting below 70% will not be eligible for the financial proposal.

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|  | **Technical criteria** |  |
|  | Experience in producing documentary films, TV programmes and short format films | 18% |
|  | At least 5 years of proven technical experience for the cameramen / editors | 18% |
|  | Able to produce and film in location with little RCA’s supervision | 18% |
|  | Quality of past videos | 18% |
|  | Competitive cost | 28% |

**End of Assignment Review**

The video will be evaluated by RCA.

**Submission of Proposal**

Interested consultants should submit a proposal stating how they meet the selection criteria. The proposal should also include the following:

* A brief description of tasks and achievements
* Detailed budget
* Three contactable referees
* At least 3 sample film documentaries shot in the last 3 years

Applications should be submitted on or before 14th November 2019 to: [jobs.mwanza@railwaychildren.or.tz](mailto:jobs.mwanza@railwaychildren.or.tz)