Ken Saro-Wiwa Innovation Hub Documentary Production - Terms of Reference

Consultant(s):

NB: this document does not constitute a contract or promise to contract. All terms are subject to discussion with SDN.

This document summarises the terms of reference for the consultant(s) named above to participate in the project named above.

1. Background:

In a bid to diversify skills portfolio and contribute to economic stability in the Niger Delta, KSIH a fast growing hub in Port Harcourt, Rivers State, Nigeria, has been providing state-of-the-art training on technology and business related activities for over 400 youth and children, with a view to bridging the knowledge gap in technology.

In doing this, we have supported 4 digital start-up companies, various developer groups (including Google and Andela among others), and developed an enabling environment for young tech and business persons to meet, brainstorm and share ideas on ways to solve or mitigate challenges facing the technological development in Nigeria, with a view to proffering solutions that will promote socio-economic growth and development in the Niger Delta region.

This project has three key outputs;

Continuous development and delivery of a comprehensive incubation and training curriculum to include ICT, Deep Tech, Google technology, business and entrepreneurship etc.

Continuous support and enabling platforms that foster discussions on institutional/economic growth and development, encourage community building, networking and cross pollination of ideas amongst youths and different economic sectors and influence policies to stimulate deep support for SMEs in Nigeria. Create platforms to access funding and build connections for investments.

A physical environment and fully furnished, serviced office, meeting and training spaces that inspire productivity, creativity and foster business growth.

2. Objectives:

The overall objective of the assignment is to produce a documentary film on the KSIH’s programme highlighting approaches, achievements and real impacts in the programme focal areas.

This consultancy is to develop an advocacy tool that displays and proves the success of the hub and encourage its replication on a larger scale and importantly as an advertising tool for the hub, to seek further funding, investment and partnerships with local and international audience.

3. Scope of work:

The role of the team involved in delivering this work (“the Consultants”) will be to:
• Create a documentary that is to be empathy, achievement and advert driven, moving and motivational, told mainly from the perspective of the beneficiaries, with interviews and inputs from SDN and KSIH.
• The documentary should be produced in English, at highest market quality standards, high-definition, fast paced and colourful, with clean stylistic touches.
• The total running time of the documentary is to be between 5-7 minutes.
• The entire film production i.e. writing, filming, editing, voicing/narration etc. should be done by the contractor, delivering a final ready-to-air product in broadcast standards and in HD technology format 16:9.
• The entire development and production process will be closely monitored by the SDN office providing continuous review, comments and thematic inputs support when needed.

4. Outputs/Deliverables;

The deliverables expected under this consultancy are as follows. The Consultants will be expected either to contribute to or lead on the deliverable according to the brackets which follow.

• Submit a storyboard and script for the documentary to SDN for approval before filming
• Present draft documentary to SDN and KSIH members at the end of the content gathering for comments;
• Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
• Present a complete 5-7 minute documentary film version, and hand over 2 master copies of each version to SDN

6. Reporting:

The Consultants will be required to provide a short description of the content gathering and production process. This will in the first instance act as documentation of deliverable
(a). The Consultants may be asked to provide relevant input to SDN’s overall project reporting for deliverable

(b). The Consultants will in the first instance communicate with Confidence Ogu and Gino Osahon on all project matters.

The Consultants will be asked to ensure timely responses to requests for communication by email, phone, or Skype. Any questions or issues that arise will be escalated to CSSF Team Lead, Alexander Sewell and SDN Programmes Director, Calvin Laing, if necessary.

7. Timeframe, work plan and deadlines:

The expected duration of this consultancy is January 2019 - February 2019. The target for the use of final documentary CD is February 12, 2019.

Expected timelines:
1. The contractor shall commence the work as soon as possible, immediately upon signing contract.
2. A detailed timeline, work plan and draft outline should be submitted within 2 days.
3. A detailed budget and shooting schedule should be provided prior to commencing filming, submitted alongside proposal.
4. The rough cut of every phase of the documentary should be provided to the SDN Office for review, comments and approval. Only SDN has a final cut.

Terms of Reference Documentary movie production for SDN/KSIH.
The final product i.e. the movie as well as all the raw material and project files, should be delivered to SDN/KSIH on a CD Rom and external HDD no later than February 8th, 2019

Intellectual Property
All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the beneficiaries, which the service provider may come into contact with in the performance of his/her duties under this consultancy shall remain the property of the SDN and KSIH who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of SDN.

Contractual arrangements and supervision
The service will be hired under SDN terms of contract and supervised by the KSIH solely for the purpose of delivering the above outputs, within the agreed time frame. SDN and KSIH as the client shall provide necessary support to the service provider in order to execute the assignment during the duration of the consultancy.

These shall include:
I. Access to relevant project documents necessary for execution of the duties under this consultancy;
II. Contact details of relevant people to be interviewed

8. Budget, payments and invoicing:

Payments of total budget will be processed upon delivery of the following product along with invoice:
1. Detailed timeline, work plan, draft outline, detailed budget and shooting schedule (50%)
3. First cut of movie (20%)
4. Project files & all raw material and final cut of documentary (30%)

9. SDN support/other dependencies:

This work will be carried out in Port Harcourt in 2 locations, 24 Aggrey road, Port Harcourt town and 13A Orazi Location Road, off Tombia extension, Port Harcourt. The Consultants’ point of contact will be Confidence Ogu and Gino Osahon who will work closely with and provide full support to the Consultants on all aspects of this work.

Application: (DEADLINE 28 JANUARY 2017)

Eligibility:
1. Three links to work samples demonstrating most relevant previous productions.
2. Three references (with contact information) from previous clients.

3. Detailed list with technical information of the equipment intended for use, including camera, light, sound, editing software etc.

4. Brief presentation of the individual/team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary.

Creative Direction:
5. Brief letter, describing previous experience on similar projects as well as proposed creative direction for the documentary. Creative ideas and suggestions are encouraged.

Timeline:
6. Detailed filming plan and timeline for all phases in pre-production, production and post-production.

Budget: in separate document - not to exceed **NGN 500,000**
7. Detailed break-down of all estimated costs, including estimated days of shooting, production team, days of editing, travel costs, music, etc.

Please note that all costs, including transport, should be included in the total sum, no additional payments will be made outside of the total budget. The shortlisted candidates will be invited to participate in a call to further present and clarify their ideas.

Reservations & Confidentiality:
SDN and KSIH reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the SDN office.

The contractor undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Contractor shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.