



TERMS OF REFERENCE

CROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

Request for Expression of Interest

REFERENCE NO: EOI/CCCD/EPA-2022-10

START DATE: Submission of EOI July 1, 2022

Duration of Consultancy: August 1-September 15, 2022

END DATE: Submission of EOI July 15, 2022

Duty Station: Monrovia

The Environmental Protection Agency in collaboration with the United Nations Development Programme (UNDP) in Liberia, seeks to engage a dynamic and highly skilled National Consultant (videography) to produce a documentary film that showcases the achievement Project Report of the Cross-Cutting Capacity Development Project (CCCD)

Brief project description: This project is in line with the GEF-6 CCCD Strategy objective 1, 3, and 5 which call for countries to: a) integrate global environmental needs into management information systems and monitoring, b) integrate MEA provisions into national policy, legislative, and regulatory frameworks, and c) update NCSAs, respectively. The goal of this project is for Liberia to make better decisions to meet and sustain global environmental obligations. This requires the country to have the capacity to coordinate efforts, as well as best practices for integrating global environmental priorities into planning, decision-making, and reporting processes. To that end, *the objective of this project is to strengthen a targeted set of national capacities to deliver and sustain global environmental outcomes within the framework of sustainable development priorities.* The project has been carried out via four linked components. Component 1 calls for the establishment of an integrated environmental knowledge management system to meet global environment and sustainable development priorities. Component 2 focuses on enhanced institutional and technical capacities to mainstream, develop, and utilize policies for implementation of the three Rio Conventions. Component 3 works to improved environmental attitudes and values for the global environment. Component 4 is the updating of the National Capacity Self-Assessment. The project will take an adaptive collaborative management (ACM) approach to implementation, which calls for stakeholders to take an early and proactive role in the mainstreaming exercises, as well as to help identify and solve unexpected implementation barriers and challenges. By taking an ACM approach, project activities and outputs can be more legitimately modified and adapted to maintain timely and cost-effective project performance and delivery.

Since 2018, the GEF funded Cross-Cutting Capacity Development Project implemented by the Environmental Protection Agency in collaboration with the UNDP began the implementation of the Rio Convention mainstreaming project in Liberia. The project is expected to end on or before the 30th of September 2022.

1.0 OBJECTIVES OF THE CONSULTANCY:

The assignment aims to produce a documentary film that showcases all the achievements of the project over the four of its implementation since 2018.

As audiovisual materials are powerful tools to reach out to a variety of audiences, such as environmental experts, national policy-makers, local authorities, and international partners, the documentary film will be a primary tool for awareness-raising on the importance and achievements of mainstreaming the Rio Convention through capacity building of targeted institutions and individuals.

The documentary with a short trailer (in English) will be distributed to the key stakeholders and donor partners for their outreach efforts, will be posted on the official website and YouTube and screened at other communication opportunities.

2.0 Responsibilities / Tasks:

The consultant is required to carry out the following duties and responsibilities in order to produce (1) a 30 min. documentary film to depict achievements of the cross-cutting Capacity Development Project and (2) a 1-1.5 min. trailer of the documentary:

Review all relevant documents, existing footage, and photos (some sample videos will be provided as an initial concept);

Meet with the project team and the communication department of the EPA to discuss on possible storylines, and develop a draft story outlines based on the discussion;

Revise and finalize the story outlines and synopsis based on the comments/suggestions;

Conduct video shooting, interview key persons as may be identified by the project and the implementing agency.

Write the video scripts, select sound bites and images, and submit the film editing plan to the Project team the implementing agency for review and comment; and revise and finalize the scripts/images/sounds plan;

Produce and edit the videos;

Submit draft versions of the documentary and trailer for review and comments, and revise them until approved by implementing agency;

Submit the final products both in DVDs and MP4/FLV formats (HD/HQ format) for online publication

Make sure that sources of the information presented in the videos are given proper credit..

4.0. Deliverables

The consultant must deliver video products of (1) a 35 min. documentary film that depicts achievements of the Cross-Cutting Capacity Development Project, and (2) a 1-1.5 min. trailer of the documentary, in English.

| No. | Assignment | Delivery Time |
|-----|---|----------------|
| 1 | Documentary film (30 min.) on Cross-Cutting Capacity Development Project's achievements | September 2022 |
| 2 | Trailer (1 min.) of the documentary in English | September 2022 |

All products must be high quality with English subtitle when spoken in other languages (English version). Some footage is expected to be taken by a drone camera. If more effective to deliver messages, animation can be used in the video production.

The final products should be delivered in the following mediums:

- DVDs and/or VCDs (30 copies)
- MP4/FLV format for web-content (incl. HD/HQ format)

The minimum standard requirements for the video quality are as follows:

| Description | Dimension |
|---------------------------------|--------------------|
| Frame size and image dimensions | 1080 x 1920 |
| Variable Bit Rate | 10.08 Mbit/s |
| Screen Aspect Ratios | 4:3 (or 16:9) |
| Interlacing | Compatible version |
| Sound | 48k |

The deliverables may be modified upon mutual agreements if the Cross-Cutting Capacity Development Project do not progress as planned or for any other compelling reasons.

Qualifications and experience:

- A minimum of AA degree in commutation, (BA degree is an added advantage), in videography, communications or related field;
- At least 5 years of solid experience in the field of professional video production with a good portfolio of video products on environmental issues;
- Experience with the use of a variety of digital movie cameras, and expertise in shooting in various lighting conditions and capturing audio videos (i.e. boom mic.);
- Adequate equipment and facility, including HD cameras, an editing machine, microphones and other necessary film-making tools;

- Knowledge of natural resources management and environmental awareness is desirable; -
- Willingness to work closely with the EPA and CCCD Project team;

Application Requirement

Interested individuals are required to submit proposals consisting of two parts:

- Technical proposal (cover letter, CV and portfolio/work samples)
- Financial proposal (lump sum fees)

Functional Competencies:

- Strong interpersonal and communication skills;
- Ability to work in a team;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities;
- Strong social media skills and background with a good creativity and ability to take initiative;
- Professional copywriting and editing skills, including articles, reports, social media content, press releases, etc.;

7.0. Consultancy implementation arrangements and duration

The EPA will contract the consultant and have the responsibility of liaising with the team.

The consultancy shall be for 5 weeks.

8.0. PAYMENT MODALITIES

| | Payment % | Deliverable |
|---|------------------|--|
| 1 | 60 % | • Upon satisfactory delivery of story outlines/synopsis Delivery of the final script with editing plan (all footage taken should be provided to CCCD/EPA) |
| 3 | 40 % | • Delivery of the documentary film and its trailer in digital formats and DVDs (all footage, images and sounds prepared for these products should be provided to CCCD/EPA) |

9.0. EVALUATION CRITERIA

The candidates will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which education, experience and competence is 70% and technical and financial criteria equals 30%.

10. SUBMISSION OF APPLICATIONS

Interested candidates should send a one-page cover letter-expression of interest (EOI), indicating suitability for the post, as well as CV to the Environmental Protection Agency. All interested candidates are to address their letters of applications and curriculum vitae, technical and financial proposals to the below address:

ATTENTION:

Pescee Doe

OFFICER-IN-CHARGE

Procurement

Environment Protection Agency (EPA)

4th Street, Sinkor

1000 Monrovia, 10 Liberia

P.O. Box 4024

Or through email (ptdoe@epa.gov.lr), indicating in subject area “EOI to Produce a video documentary of the achievements of the Cross-Cutting Capacity Development Project (CCCD. Closing date for applications is 4 PM, July 15, 2022. Any application coming/received after this deadline will not be given consideration. Only candidates whose applications correspond to the above criteria will be shortlisted for evaluation.

NOTE: This information is posted on the following websites: www.ekmsliberia.info, www.epa.gov.lr, and EPA’s bulletin board on 4th Street, Tubman Blvd, Monrovia.