

African Prisons Project (APP)
P.O. Box 50046 Luzira-Kampala,
Kampala, Uganda.
Tel: +256 751384205



Working to bring dignity, hope and justice to men, women and children living and working in

**TERMS OF REFERENCE FOR PRODUCTION OF A DOCUMENTARY ON
TRANSFORMATIONAL STORIES OF CHANGE FROM THE PRISONS' JUSTICE
CHANGE - MAKER PROJECT.**

Africa Prisons Project – who are we?

The African Prisons Project (APP) is a community of people passionately committed to bringing dignity, hope and justice to men, women and children in African prisons, ensuring equitable access to justice, health and education.

Our 2020 strategy focuses on developing changemakers amongst prison staff and inmates who use the law to bring justice to the most vulnerable in society; to begin assembling world-class law teachers, law makers and practitioners to aid the training and development of our people; and to plan our expansion as we look to establish ourselves as a social enterprise, offering legal education and legal services in Africa and beyond.

APP has been implementing an 18-month project with funding from Democratic Governance Facility (DGF) aimed at addressing challenges affecting access to justice for prisoners; focusing on the development of the legal services work through establishment of legal aid clinics, training auxiliary paralegals as Justice Changemakers, increasing partnerships with JLOS actors and other Legal Aid Service Providers for improvements of systems charged with advancement of Access to Justice.

The main intended outcomes of this project are;

- Improved access to justice for prisoners
- Justice Law and Order Sector actors empowered to promote and uphold prisoners' rights.
- Monitoring and evaluation and best practices of Access to Justice initiatives in Greater Kampala and mid-Central regions strengthened.

The project is being implemented in 2 regions defined by the Uganda Prisons Service across 6 districts and 13 prisons. These are, Greater Kampala region; covering Upper Prison Luzira, Luzira Women's Prison and Kampala Remand Prison and Mid-Central region; covering Mubende (Muinaina, Kaweeri, Kijjumba, Myanzi and Kassanda Prisons), Gomba (Kitwe Prison), Kibaale (Kibaale Prison), Kagadi (Kagadi Prison), Kakumiro (Kakumiro and Kyakasengura Prisons).

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OBJECTIVES OF THE DOCUMENTARY:

As we approach the end of this project, we seek for a professional videographer to produce a documentary on transformational stories of change this project has had on the communities in Kampala and Mid-central regions. This will also form part of the final report to the funder.

SCOPE OF WORK:

APP welcomes creative ideas and suggestions for an impactful and innovative delivery of the message. The documentary is to be impact driven, moving and motivational, told mainly from the perspective of the ex-inmates with the inputs from prison authority.

The film should be produced in English at highest market quality standards, high-definition, fast paced and colorful, with clean stylistic touches.

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.

The entire development and production process will be closely monitored by the APP project staff providing continuous review, comments and thematic inputs support when needed.

OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR:

- Review all documents and materials Project documents, activity reports, any other visibility material in order to better understand the project objectives, project aims and results to be achieved.
- Develop the Inception report including detailed work plan, a structure for the documentary and a script (in close consultation with the Project team) for comments.
- Prepare final version of the script and narration for overall project documentaries and videos.
- Make arrangements for logistics including accommodation local transport, equipment, communication and translation services and any other needed details.
- Advise APP team on issues related to the assignment in a timely manner.
- Produce a documentary film in both long version and short versions in English.
- Present the documentary film to the Project team.
- Finalize the documentary film incorporating the comments arising from the presentation to the Project team.

DELIVERABLES:

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The contractor will deliver the following:

- An inception report that will include: the implementation strategy, plus a detailed production and post-production schedule for filming process; a draft script including proposed interview questions of the documentary for comments by the Project team.
- Raw footages captured in project areas.
- First cut of the documentary on CD for comments.
- A documentary film with one long version.
- A presentation of the documentary film to the Project team;
- The Product should be available in English with HD broadcast quality.
- 3 copies each of the final films (long and short versions) to be delivered in the CDs.

Note: The minimum standards for the video quality are as follows:

- Frame size and image dimensions 1920 pixels wide x 1080 HD
- Interlacing Compatible version
- Other appropriate formats that enables the films to be uploaded to APP and partners' websites, YouTube, etc in five (5) working days from receipt of final Project team's comments and clearance.

OBLIGATIONS AND RESPONSIBILITIES APP:

- Organize an inception coordination meeting between the contractor and project team.
- Establish and facilitate contact with field staff involved and any external contacts needed.
- Review and approve the work plan, including schedule for filming, timeframe, script and approach to be used.
- Provide reference material.
- Provide feedback when and where necessary.
- Meet the relevant costs related to this production, as agreed in the contract upon approved offer.
- Review and approve the draft and final production as stipulated in the deliverables section and contract.

TIMEFRAME:

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The assignment is to last 2 months from the time date of confirmation of the bid. The Inception report, including the implementation strategy and detailed production and post-production schedule should be submitted within a week after confirmation of the bid. Detailed timeframe will be agreed after the Inception meeting, following the submission of the Inception report.

RESERVATIONS AND CONFIDENTIALITY:

APP 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 APP.

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.

SELECTION PROCESS:

Evaluation criteria are as follows:

- Expertise of the company: CD samples of previous works of similar nature as well as full list of productions completed and in process, including references from previous clients: 20%.
- Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary: 20%
- Proposed methodology, approach (creative and innovative ideas) and brief implementation plan with proposed timeframe for pre-production and postproduction: 40%.
- Financial proposal – break-down of all estimated costs, including estimated days of shooting, production team, days of editing, travel costs, music, etc.: 20%
- Please note that all costs, including transport and translation, should be included in the total sum, no additional payments will be made outside of the total budget.

REPORTING:

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The contractor will work closely with the Project team during this process. All reports and draft documents/resources will be submitted to the M&E manager within dates specified in the work plan as agreed during the inception meeting and stipulated in the contract. It is the responsibility of the contractor to ensure timely and quality reporting for each phase and deliverable in the assignment. The documentary will be reviewed within APP and input will be provided for best execution of the task at hand. Reports should be sent via email to isabellamukankusi@africanprisons.org

BIDDING PROCEDURE:

The bidding proposal should include:

- Links of previous works of similar nature as well as full list of productions completed and in process, including references from previous clients;
- Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary;
- Proposed methodology, approach (creative and innovative ideas) and brief implementation plan with proposed timeframe for pre-production and postproduction;
- Financial proposal – break-down of all estimated costs, including estimated days of shooting, production team, days of editing, travel costs.

TERMS & CONDITIONS:

The contractor should be willing to work in all areas in Uganda. The contractor may have their own team to work with but they will be entirely under the jurisdiction of the contractor and at no time will APP be held responsible for them.

For general information about the African Prisons Project, please consult: www.africanprisons.org.

AWARD OF CONSULTANCY:

APP will evaluate all proposals submitted and award the assignment based on technical and financial feasibility. APP reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.

EXPRESSION OF INTEREST:

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Interested parties should forward an expression of interest, in English to: careers.ug@africanprisons.org and isabellamukankusi@africanprisons.org not later than **28th January , 2020**.

ADMINISTRATIVE AND FINANCIAL CONDITIONS:

Budget and means of payment:

The budget foreseen for this evaluation will be confirmed after receiving evaluation bids. The payment will take place in two installments:

- **40%** of the budget will be paid as advance after the first briefing by APP's team.
- **60%** will be paid after the approval of the final report by APP.

If you have questions or are facing problems with the online application process, please contact isabellamukankusi@africanprisons.org. or **+256 702195175/ +256 751 384205**