



POWER TO THE FISHERS PROJECT

Terms of Reference

Documentary Production

CERATH Development Organization

November 2022



European Union



Background

CERATH Development Organization (CDO) with funding from the European Union (EU) under the Civil Society Organization in Research and Innovation for Sustainable Development program (CSO-RISE) has been implementing the 4-year long Power to the Fishers (PTF) project which is coming to a closure. The goal of the project was to enhance the socio-economic livelihoods of fishing communities within selected districts of Ghana's coastal savannah zones. The main beneficiaries of the project are fish processors and fishermen in the Awutu Senya, Effutu, Ekumfi, Gomoa West, and Shama districts of Ghana.

The specific objectives of the project are:

- Engage stakeholders and value chain actors to disseminate information on climate change and other contemporary issues affecting the fishery sector and coastal ecosystems.
- Enhance the knowledge and adoption of improved, environmentally friendly and cost-efficient fuels and fish processing technologies.
- Build the capacities of target groups on appropriate fishing and business practices, environmental protection, climate change, health and safety.
- Forge strategic partnerships between social protection entities (mainly health insurance, credit and pensions) and the target groups
- Document project outcomes and disseminate for learning and scaling.

This project contributes to the overall vision of the Civil Society Organizations in Research and Innovation for Sustainable Development (CSO-RISE) through community empowerment and capacity building towards inclusive growth and reduction of social inequalities.

The Power to the Fishers project is designed to enhance the socio-economic livelihoods of fisherfolks through capacity building, improved technology adoption, and linkages with social protection entities. Over the years, the project has built the capacity of over 5000 fisherfolk in 26 project communities in sustainable fish processing methods, small business management, social protection, among others. The project has also equipped the fishing communities with 6 fish processing centers. Additionally, under the stove host model, 30 improved fish smoking ovens have been built for selected fish processors.

In facilitating the efficient delivery of the intervention, the project has forged strong working relations and partnerships with the Fishery Commission (both at the national and zonal levels), district offices of the National Health Insurance Authority (NHIA), the Centre for Coastal management (CCM) of the University of Cape Coast, and other civil society organizations (CSO).

Overall objective of the Assignment

The overall objective of the assignment is to document the impact of the project, and the need to produce a documentary and high-resolution photograph, that can be used on various communication platforms. This will involve travelling to the PTF project areas to collect relevant materials.

Specific tasks for the Service Provider

Under the direct supervision of the Power to the Fishers project manager, the service provider will be required to do the following:

- Visit selected project sites and interact with the beneficiaries whom the project has impacted.
- Develop the documentary film's overall concept and scenarios.
- Develop the documentary script and storyboard to be used in the film.
- Interview selected participants for the film who will include project grantees and beneficiaries, collaborating institutions, and CDO's project team.
- Perform appropriate video filming and record interviews with the projects' beneficiaries and stakeholders.
- Present a draft documentary and a programme booklet to CDO for comments on contents. The programme booklet will document project's activities and milestones using pictures and existing reports.
- Produce one final documentary film (20–30 min long) on a flash drive and a programme booklet.

Expected Outputs /Deliverables

- Submit a storyboard and script for the documentary to CDO for approval before filming.
- Present draft documentary and program booklet to CDO at the end of the field mission and incorporation of comments.
- Produce an edited video recording of the scenes captured, and the footage of the recorded stories.
- Present a complete 20–30-minute documentary film version, and hand over 2 master copies of the film to the project team.
- Submit a 1 soft copy and 1 hard copy of the 30-page programme booklet.

Required Qualifications and Experience of the Service Provider

The service provider will be required to have the following:

- More than 5years experience working in a similar field.
- Extensive experience in producing development work related documents for publication and documentaries for international organizations with the aim of reaching both local and international audiences.
- Experience in working with civil society organizations.
- Local knowledge of the landscape and languages in the project areas.
- Excellent technical capacities (state of the art filming equipment preferably high definition) to ensure smooth and high-quality production.
- Experience in development communication.

Duration of the Assignment

The assignment is expected to take 30 working days from the date of signing the contract. Thus, from **12th December 2022** to **13th January 2023**.

Copyright and Intellectual Property Rights

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

Contractual arrangements and supervision

The service will be hired under CDO's terms of contract and supervised by the project team solely for the purpose of delivering the above outputs, within the agreed time frame. CDO as the client shall provide the 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 the execution of the duties under this consultancy.
- II. Contact details of relevant people to be interviewed.

Equipment for the Assignment

No equipment will be purchased or provided by the CDO. Any equipment needed to complete this assignment will be provided by the service provider.

Remuneration

- The service provider's payment shall be based on the financial proposal developed for this consultancy.
- Payment shall be made in three installments: 40% down payment upon submission of an inception report acceptable to the client; 40% upon submission of an acceptable draft film documentary and draft programme booklet; and 20% final payment upon submission of the final outputs, incorporating suggestions and recommendations from CDO.

Expression of Interest and Application Procedure

Interested bidders should submit an application to the email address below by **2nd December 2022, 17:00 GMT**. In addition, the bidder must submit the following;

- Signed cover letter explaining why you are the most suitable candidate for the advertised consultancy.
- Signed CV and technical proposal that includes (crew composition and contact address, related past projects in last 3 years (with client name, contact and amount of the project)).
- Detailed financial proposal.
- Portfolio of about 4 works (videos and pictures) done (online).
- Valid copy of certificate of incorporation as a company in Ghana.
- Valid copy of tax registration certificate (indicating TIN and VAT Number).
- Accurate physical, postal, telephone and email address of the firm.

Kindly note: The financial proposal must be expressed in **English** and **Ghana Cedis (Gh¢)** as the official language and currency respectively. All requests/submissions pertaining to this opportunity should be sent via email to procurement@cerathdev.org with the subject line reading as **Submission of tender- Power to the Fishers-Documentary Production**. Hard copies can be submitted to CDO's office at West Lands (Ghana Post GPS Address: GE-350-4105). **Only successful applicants will be contacted. Please note that phone calls are not allowed.**