Terms of Reference
for “Production of short video regarding school disinfection”

Title : Developing short video regarding school disinfection
Host Agency : Terre des hommes-Tdh, CARE Nepal
Shooting Station: Kathmandu Valley
Supervision : WASH cluster, Technical Team
Contract Type : Firm
Duration : 1 month
Starting Date : September 13, 2020
Location : Kathmandu, Nepal

1. CONTEXT

The first COVID-19 case in Nepal was confirmed on 23 January 2020 when a 31-year-old student, who had returned to Kathmandu from Wuhan on 9 January, tested positive for the disease. Between January and March, Nepal took steps to prevent a widespread outbreak of the disease while preparing for it by procuring essential supplies, equipment and medicine, upgrading health infrastructure, training medical personnel, and spreading public awareness. The first death occurred on 14 May. A country-wide lockdown came into effect on 24 March 2020 and ended on 21 July 2020. As of 25 August 2020, the Ministry of Health and Population (MoHP) has confirmed a total of 33,533 cases, 19,119 recoveries, and 164 deaths in the country.

All academic examinations were cancelled, and schools and colleges were closed. On 19 March, the government declared suspension of all classes and postponement of all academic examinations including the Secondary Education Examination. The education cluster has prepared a school re-opening guideline and submitted it to the minister of education, science and technology which is under discussion but is still uncertain. Since as many as 5,000 schools have estimated to be utilized as Quarantine centres and then as Isolation Centres, they need to be disinfected beforehand as well as during running the school so as to ensure the proper safety and reduce infection risk to the students and school authorities.

In this context, National WASH Cluster with the financial support from some cluster members (Terre des hommes-Tdh, CARE Nepal) and technical consultation with WASH-Infection Prevention and Control Technical Working Group (WASH-IPC TWC) is going to develop a short video on schools disinfection to provide hands on knowledge and skill for preparing disinfectants and using it to disinfect different school areas as well as sensitizing local government and school authorities on the subject.
2. OBJECTIVE OF THE ASSIGNMENT

- This assignment aims to develop a video on how to prepare disinfectant and disinfect school before re-opening and regular disinfection afterwards.
- This knowledge product is intended to be used for school and local authorities to provide knowledge and skill on preparing disinfectants, cleaning and disinfection methodology of their respective schools to make sure for reopening the school.
- In addition, this product will be used for mass awareness raising on WASH in school settings, which can be spread through social media as well to reach the wider audiences.

3. TARGET AUDIENCE

- Primary audience –
  i. Education Unit of local government, government officials
  ii. School Authorities, teachers, students
- Secondary Audience
  iii. Social Media Users
  iv. Development Professionals/Social workers
  v. Local/Provincial Government representatives

4. KEY DELIVERABLES

The firm should be responsible for following delivers;

- Research and development of story board in consultation with technical team under WASH-IPC TWG
- Submission of final video (of 5 minutes) with voiceover in Nepali language and subtitle in English
- Separate media file format MPEG and H.264 format
- Must provide raw footage and photos.

5. TIMEFRAME

- Deadline to submit pre-final version: 24 September 2020
- Final product delivery: 5 October 2020
6. **METHODOLOGY**
   - Read the national guidelines for cleaning and disinfection including school and consultation/orientation by a WASH-IPC technical working group (formed by WASH cluster) to gain understanding of requirements.
   - Prepare a storyline, write narrative, script and get endorsement from the Technical working group formed by WASH cluster.
   - Visit to community schools and capture videos in school settings (no or very less video animation) as per the requirement.
   - Coordinate with school authorities/students to take footage with their informed pre-consent.
   - Compilation of all video clips to prepare final video including script in Nepali Language along with subtitles in English.
   - Incorporate the feedback and narration/voiceover recording.
   - Final editing and sound mastering.
   - WASH cluster’s branding, visual making and visibility requirements will be taken care of and considered.

7. **TECHNOLOGY**
   - The videos should be produced in full High Definition. Hence audio-visual equipment should be used accordingly.

8. **LOGISTICS SUPPORT**
   - Consultant will manage transportation, food and accommodation during the field activity.

9. **TERMS AND CONDITIONS**
   - National WASH Cluster, Nepal reserves copyrights of all materials produced under this assignment. Logo branding of financial supporters will be ensured.
   - The firm should provide the resume of entire production team
   - Consultant should be flexible to incorporate feedback from technical working group including reshooting video clips
   - Whole video or footage and photos can be reproduced with WASH Cluster’s permission. This won’t be applicable to the financial supporters.
   - The individual or crew members have to sign Code of Conduct (Child/Gender Safeguarding Policy) and fully adhere to it.
   - The consultant should not expose children or any stakeholder to any risk of harm or abuse. The consultant must sign and abide by the Child Safeguarding Policy and other applicable policies.
10. QUALIFICATIONS AND EXPERIENCE REQUIRED

- A firm with at least two years of proven experience in audio-visual production, advertising, movie making or any similar production.
- The consultancy firm must be registered in VAT.
- Demonstrated previous experience of working with INGOs for the development sector with a special focus on WASH.
- Demonstrated experience and competency in undertaking the activities previously
- Experience / expertise in working on projects in the environment / WASH /education sectors.
- A team capable of managing multiple projects simultaneously and meeting the deadlines

11. EVALUATION CRITERIA

The firm submitting proposals in given deadline will be selected for evaluation process. The firm strength, delivering similar products and previous experience with similar organizations, track record in supporting communication efforts relating to WASH and education will get remarks. The consultancy firm will be evaluated as mentioned indicators;

   a. Organizational strength – 10 points
   b. Working experience of technical team based on resume- 30 points
   c. Submission of sample videos/ related work – 30 points
   d. Financial Proposal- 30 points

12. CONFLICT OF INTEREST

The host agency respond in writing to any request for clarification of the solicitation documents that it receives by the due date. In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the(ii) set out their policy on dealing with conflicts of interest should these arise.

13. CONFIDENTIALITY

Information relating to the evaluation of proposals and recommendations concerning selection of Firms will follow the due process maintaining the confidentiality.
14. PAYMENT MODALITY

The payment will be made in two installment; after the submission of first draft and second on satisfactory completion of the work.

15. SUBMISSION OF PROPOSAL

The last date for the submission of proposal is **10th September 2020**. Proposal must be submitted to: yogesh.chapagain@care.org:

- a) Letter of Interest
- b) Brief Technical Proposal with timeline
- c) Detailed Budget in format below
- d) Company Profile
- e) Team Composition along with CVs
- f) Recent tax clearance certificate
- g) PAN/VAT certificate

Financial Proposal Format:

<table>
<thead>
<tr>
<th>SN</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit rate (NPR)</th>
<th>Total cost (NPR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Field Shooting / Production Cost including cost of; Script Writing, HD Cameras, Set Up and Design Shooting Props</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Composition, Visual Editing and Post Production</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cost of Artists and Technical Team</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Purchase of protective gears including required PPEs, and Logistic management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total cost with TAXES**