



TERMS OF REFERENCE: DEVELOPMENT OF A DOCUMENTARY AND SHORT VIDEOS

1. Background Information:

Katiba Institute (KI) is a research and litigation organisation established in 2011 with the mission of supporting the implementation of Kenya's 2010 Constitution and generally assisting in developing a culture of constitutionalism in Kenya. It undertakes constitutional research, comments on policy and laws from a constitutional perspective, and publishes books and other material on the Constitution. Much of its work is going to court to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities.

Katiba Institute is implementing a project on access to information to empower state institutions and citizens to use the right to access information to promote human rights and good governance in Nairobi, Samburu and Nakuru Counties. The project activities include meetings and trainings with community members and state officers. KI plans to produce a documentary and short videos to document the project and its impact on the three counties.

2. Objective of the Consultancy

The objective of the consultancy is to:

- I. Produce a documentary involving documenting interviewing project beneficiaries as guided by the KI communications team (a short video of about 3 minutes and a long video of 7-10 minutes)
- II. Produce five short videos on the subject

3. The scope of work

- Review the script developed by the KI communications team
- Record high-resolution videos during selected events
- Interview selected beneficiaries as guided by the Katiba Institute communications team
- Caption the videos with specific details such as location, name of person, activity, and other relevant information.
- The documentary and videos should be reproduced in print, multi-media, and online formats.

4. Expected Output and Deliverables

- Develop an inception report detailing the schedule of the process i.e. from recording to final edit
- Produce a documentary comprising of 2 impact videos (7-10) minutes long and 3 minutes for the summarised version as per the script provided by the Katiba Institute
- Produce five short videos on the subject
- Provide the rough cut of the documentary to Katiba Institute for review and comments.

- Submit the final product (on a hard drive) to Katiba Institute, i.e., the entire documentary and all the raw files. (Katiba Institute is the film's Executive Producer and has the film's “final cut” and creative, editorial, and technical direction.)
- The consultant will work with the team to develop the various products within stipulated budgets and set deadlines. A high level of participation will be critical to meeting expectations.
- The consultant undertakes to deliver the abovementioned deliverables to Katiba Institute on the dates agreed upon at the inception meeting with the Katiba Institute team. **Including voiceover and stock music*

5. Qualification and Experience

- A degree in Communication, Journalism, or any other relevant field.
- At least three years of progressive experience as a professional videographer/photographer/film Producer (available sample works).
- Experience producing high-quality videos for development-related projects.
- Ability to work in close coordination with the project team members.

6. Assignment Duration and Reporting

The contract will be within one and a half years). KI will facilitate travel and accommodation expenses).

Note: The consultant’s team (two persons) will travel with the KI team to Samburu, Nakuru, and Nairobi to record some sessions and conduct interviews. Nakuru and Samburu will have three working days, excluding travel dates, while Nairobi's recording will be on the activity days(2).

7. Submission of Bids

Interested consultants should submit:

- **CV** indicating previous experience in the field.
- **Detailed references** - contact details and scope of similar assignments (sample works).
- One document not exceeding two pages as an attachment covering both **technical** and **financial** aspects, at least two professional referees, and at least two links to previous work done (for the documentary). The financial report should consider all the days of recording and interviews, background music, and storage of the final output.
- Quotation for **five short videos** (including recording and editing) – The content for the short videos will be drawn both from interviews and other relevant materials produced by KI

Applications should be sent to: procurement@katibainstitute.org

Katiba Institute does not solicit fees for any job advertisement