

KALIKA DEVELOPMENT CENTER NEPAL
TERMS OF REFERENCE (TOR)
VIDEOGRAPHY OF 10 YEARS **SAMMUNATI SPONSORSHIP** PROGAM'S
ACHIEVEMENTS

1. Background

Kalika Development Center (KDC) Nepal is one of the social development organizations located at the western part of province 5 in Pyuthan district established in 2039 B.S. and registered in different government entities as per government rules. It has its all legal documents and provision. Since its establishment, it has been working on various social initiatives and development related activities. It has its history of proper management of program through the effective community mobilization. Good governance, Gender and Social Inclusion, Community mobilization and child participation are the cross-cutting issues in any program implementation.

KDC Nepal has been working in partnership with various donors. KDC Nepal has been implementing sponsorship program in partnership with Save the Children in 2 municipalities and 5 rural municipalities. The sponsorship project implementation started in 2009 and ending in September 2019. The project is integrated and focuses on Early Childhood Care and Development, Basic Education, School Health and Nutrition and Adolescent Development which are the four core themes and livelihood as non-core themes that outline the sponsorship program for the implementation at community level.

Early childhood care and development theme focuses to those children who are 3 years and above (below 8 years) that to learn about the alphabets, numerical and personnel hygiene. Through the learning corners, children learn and develop. As per government norms, one facilitator is appointed for the entire task for a complete year. Establishing six learning corner through optimum utilization of locally available resources are more focused in to the program areas.

Basic Education Program are taken under grade eight. As part of program interventions, it is more focused to increase their learning achievement and quality education. Early grade reading program and child friendly seating arrangement are the program, which are widely implemented in to the program area. Similarly, to make school as a safe zone DRR and School health and Nutrition programs are also incorporated in to their (School Improvement Plan) (SIP).

School health and Nutrition program are implemented at the schools. Basically, school have one focal teacher and that focal teacher is trained on School Health and Nutrition program and the way focal teacher run SHN program entire the year. Focusing to improve the health and nutritional status of school health children SHN programs are implemented.

Adolescent Development Program divided in to three sub themes like as Adolescent sexual and reproductive health, Education for youth empowerment program and Livelihood Readiness program. To make adolescent self-reliance by improving and increasing their

capacity is the main motto of Adolescent Development Program. Adolescents are addressed through various programs and structures like as child club and other informal learning groups. Different supports, informal education and awareness activities are conducted focusing on adolescent issues as considering improving adolescent lives through education, health and livelihood.

Sammunati Program is almost in the phase out period. By the end of September 2019 program will completely phase out. So in this regards KDC Nepal is planning to document all the key progress of program since its initiations. Key achievements, best practices, ownership and sustainable practice by government is planned to document through video documentary. Different visual clips with short interview, process documentation and key achievement will be major things that will be included in videos. The main objective of the documentary preparation is to document at organization level and using documents for the further learning purpose.

2. Objectives

- To capture the significant outcome/result level achievements and innovative interventions and process that brought significant outcome/results of the Sammunati project from Pyuthan district
- To cover 10 years achievement of integrated package with capture voice of key persons.
- To focus the programs that has been replicated and scaled up by the local government show it's replicability and possibility of scale up in the other areas as well.

3. Deliverables and Timeline

Starting from **14th April - 15th June 2019** as submitting final product. In between that, **2 months** of field visits in working areas of Pyuthan will also be done by the consultants for the video shooting.

Need to visit the working areas of Pyuthan district to produce 15-20-minute-long video of four core thematic areas (i.e ECCD, BE, SHN, AD and one non core (livelihood) that highlights significant outcomes/result level achievements in collaboration with ECCD management committees, School Management Committees, Child Club and their networks, Rural/municipalities, Youth Club and cooperatives. The videography should highlight the programs that has been endorsed / replicated/ owned by the local government, community and the stakeholders.

The video should capture comparative statements and quotes of the beneficiaries, community stakeholder and local government's perception through interviews and interactions and highlight the project's major contribution that was built (policy, plan, structures, investment) and strengthened. Narrative structure for the video shall be applied to tell the story of the project implementations and achievement.

Deliverables:

SN	Deliverables/Outputs	Timeline
1	Notice publication for consultant hiring	1st Week of March (5th Match)
2	Consultant selection	Last Week of March
3	Agreement and orientation to consultant	By 1st week of April
4	Field Visit (Pyuthan district CASP working area) and capture videos of: <ul style="list-style-type: none"> - Interview of key community and government level stakeholders and service providers such as Health Facilities and facilitators - Capture structures that the project has supported to build e.g. ECCD, school building, class room, Girls toilets, Health Facilities - Capture actions of the meeting, parenting educations, etc. - Highlight the system strengthened in coordination and collaboration with the government 	14 th April to 15 th May (One month)
5	First draft of video sharing for feedback collection	23 rd May 2019
6	Sharing of the final video	15 th of June

4. Methodology

The video documentation should be conducted in the impact areas of Pyuthan. CM officer and thematic officer should be consulted for the selection of the areas, beneficiaries and activities. Most importantly, written consent should be taken of each participant prior to taking photos and videos in any forums. The firm should take prior consent with KDC Nepal before using any photographs and videos in any forums.

5. Consultant Specification

- At least five years' experience of the firm in making research-based documentaries
- Proven track record of creating videos on education, health and other social issues – at least 3 films
- Experienced team members with professional qualification in film-making and demonstrable experience of creating high-impact films with social dimension
- Availability of high-quality equipment and technology

6. Supervision Arrangements

The photography and videography team will report to KDCN. The team will work in close collaboration with the program team in the selected areas.

7. Field visits required

The video production shall be done through intensive field visits, in the community of the selected members.

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- 5th to 20th March 2019
- Required Documents-
 - Filled out Proposal Form (enclosed with this ToR)
 - CV(s) of the Consultant(s) with full date of birth in dd/mm/yyyy format. The date of birth is required for vetting purpose.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
 - For Individuals: PAN/VAT registration certificate
- If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form. KDC Nepal will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.
- The proposal shall be submitted both in sealed envelopes and via email or can be post in bellow address

Kalika Development Center Nepal
Pyuthan municipality ward 4, Bijuwar

8. Payment modality

40% after signing agreement

60% after completion of the assignment