TERMS OF REFERENCE FOR THE VIDEO DOCUMENTATION OF THE PROJECT
“RESPONDING TO THE IMMEDIATE AND RESIDUAL POST CRISIS NEEDS FOR VULNERABLE MIGRANTS AND MOBILE POPULATION GROUPS IN ZIMBABWE”.

1.0 BACKGROUND
In response to the migration challenges in Zimbabwe, IOM, with support from the government of Sweden and other donors has been implementing a comprehensive humanitarian assistance programme for internally displaced persons and vulnerable migrants. Between January 2014 and December 2015, IOM implemented a project that sought to respond to the emergency needs of internally displaced persons (IDPs), in new cases of internal displacement, returned migrants and Third Country Nationals as well as facilitate the transition towards community stabilisation and recovery for communities affected by long term internal displacements and cross border migration. The project was based on the IOM Framework for Assistance to IDPs in Zimbabwe (2011), As well as the Community Stabilisation Interventions for Migration -affected Areas (2013) that are grounded in local government leadership, community mobilization and socially and economically inclusive participation processes. The project components included the following:

(a) Emergency Humanitarian assistance to forced returnees, TCNs and new IDPs.
IOM sought to maintain adequate response capacity and coordination mechanisms for responding to the protection needs resulting from new cases of internal displacement and continued arrival in Zimbabwe of deported irregular migrants and vulnerable Third Country Nationals.

(b) Facilitating the transition in wards highly impacted by internal displacement towards community stabilisation and recovery.
IOM strategy was focussed on facilitating the transition towards community stabilisation and recovery in areas that have been impacted by long term displacement cases and high levels of irregular migration.

(c) Community Stabilisation interventions for Migration affected areas.
IOM sought to implement Community Based Planning and support stabilisation interventions as well as support local community vocational and economic activities in areas affected by cross border migration.

IOM recognizes that documentation and communications is fundamental to achieving the organization’s mission and objectives. IOM therefore seeks qualified and experienced Development Communications Consultants or Companies to produce a video documentary of stories of change, success stories, stories of most significant change, best practices and case studies focusing on the role of Community-based Planning and follow on Community stabilisation interventions in migration affected communities.

The overall objective of the documentation task will focus on the following:

- Capture and summarize the CBP approach and processes used within the project in selected project sites, including the best practices and evidence of impact including the voices of all socio-economic groups.
- Express personal stories of most significant changes from project participants at community level.
- Capturing lessons learned from various stakeholders from the implementation of the project to guide future programmes of a similar nature.
2.0 PROPOSED METHODOLOGY

The consultant(s) would have the following specific tasks to perform:

- Hold initial orientation meetings with the IOM staff to gain an understanding of and key issues to be covered in the assignment, list of sites and people to be interviewed;
- Collect key documents, reports, and digital images from various sources of information
- Undertake desktop study of selected documents and commence filling in relevant information.
- Develop tools to be used in the field and share with IOM.
- Undertake field work to document case studies, stories of change, capture video and photographic footage
- Generate a script that appropriately captures project initiatives in the footage
- Edit final video, inclusive of inputs from Project Team and work on the final production. This will involve putting together all the clips, putting voice overs/narration, translations, appropriate music, fonts/titles, and translations (where appropriate)
- Developing a four paged project electronic newsletter showcasing project work. Key contents will include the most significant change stories, success stories, lessons learnt and or best practices.
- Developing an multimedia toolkit containing all documentation outputs

The consultants will work under the guidance of the IOM staff. The main approach will be consultative and participatory in which a wide range of community representatives, Government officials, stakeholders and partners will be consulted.

Field Documentation
Field documentation will be the key component undertaken to capture the key project processes, approaches, outcomes, impacts and lessons generated from the implementation of the project. This will involve:

- One on one interviews
- Focus group discussions and/interviews with selected community groups, project participants and stakeholders
- Shooting of footage (video filming) and photos (photography) in selected sites
- Production of publications and multi-media materials (electronic newsletter and digital knowledge products).

Sampling
Given the time and resources available, there is need to choose a representative sample rather than target all stakeholders and participants. It is however, important that the stakeholders selected and projects to be visited are representative and will be able to provide a good picture of the progress, impacts, best practice and lessons learned.

The proposed list is as follows:
1. Selected community members and community leaders including women and children.
2. Relevant Government officials at national and district levels
3. Project partners and stakeholders
4. IOM staff
3.0 CHRONOGRAM

The assignment is divided into three phases namely the preparation, field work and production.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of Days</th>
<th>Deliverable</th>
</tr>
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<tbody>
<tr>
<td>Preparation phase, including inception report</td>
<td>3</td>
<td>Inception report</td>
</tr>
<tr>
<td>Desk Review + Literature review</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Field work</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Production and editing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Presentation of final product to IOM and SIDA</td>
<td>1</td>
<td>- A 20 minutes High Resolution documentary --- Four page electronic newsletter</td>
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<td></td>
<td></td>
<td>- At least Four detailed case studies/stories of change</td>
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<td></td>
<td></td>
<td>- An interactive multimedia toolkit containing video clips, blogs, case studies/stories of change, photographs and newsletter.</td>
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</tbody>
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Upon selection of the consultant, a briefing will be held at IOM Zimbabwe offices. This briefing among other things, will clarify the interpretation of the assignment as well as the practicalities and logistical arrangements for the assignment. This meeting will mark the official commencement.

The Consultancy Team will follow the proposed methodology. A more detailed methodology and a work-plan will be agreed between IOM and the Consultants.

4.0 PROFILE OF THE EVALUATION CONSULTANT

a) The Communications Consultant / Company should possess at least 5-10 years of professional experience in Communications, production, and editing of relevance to international development programming.

b) University degree in specialized fields of Media, social and/or political sciences.

c) Professional experience/expertise in social research and evaluation of development projects.

d) The consultant should be conversant with gender analysis methodologies (required).

e) Excellent oral communication and report writing skills in English a must.

f) Strong interpersonal and networking skills;

g) Ability to interact with cross section of people from the grassroots to senior officials in government and multilateral agencies.

h) The Consultant is expected to adhere to the IOM Evaluation Guidelines and UNEG norms, standards and ethical guidelines
5.0 PROFILE OF THE PROPOSAL TO BE SUBMITTED

The Evaluation Terms of Reference (ToRs) specify the details of this assignment and the proposal should be elaborate on the basis of the given information. The proposal shall be produced in English including:

- Updated CV of consultant / Company profile clearly meeting the specific experience related to the above mentioned qualifications.
- A technical proposal inclusive of work plan, work methodology and detailed budget.
- Two samples of previous work, preferably relevant to the subjects of this assignment.
- Contact details for three references from clients with previous contracting experience with the team leader.

6.0 EXPECTED OUTPUTS

- A 20 minute High Resolution documentary
- Four page electronic newsletter
- At least Four detailed case studies/ stories of change
- An interactive multimedia toolkit containing video clips, blogs, case studies/ stories of change, photographs and newsletter.
- Video clips posted on Social media platforms for wider dissemination

The consultant will be expected to submit a final report by 20 April 2016
- The production and all background documentation will remain the property of IOM

7.0 Application Procedure:

All interested consultants/companies are to submit physical or electronic copies for their technical and financial proposals to IOM by CoB 23 March 2016.

All bids are to be addressed to the attention of:

The Procurement Officer
IOM Zimbabwe
4 Duthie Road,
Alexandra Park
Zimbabwe

Or electronically to rgara@iom.int