

## **Request for Proposal**

### **Title: Video Documentary on Migration and role of EMPHASIS**

Synopsis: Enhancing Mobile Populations' Access to HIV and AIDS Services, Information and Support a 5 year project funded by Big Lottery Fund, UK, is seeking a consultant / organization to produce a video documentary on role of EMPHASIS in reducing migrants' vulnerabilities. EMPHASIS is a regional project implemented by CARE International in three countries; Bangladesh, India and Nepal.

The overall objective of this assignment is to capture and document some of the changes brought by the project, describe the processes and role of EMPHASIS through the chain of partnership throughout the continuum of mobility in the format of a video documentary.

The video documentary will capture the issues and challenges related to cross-border mobility; the specific vulnerabilities of mobile population at source, transit and destination. It will highlight some of the learnings and good practices from EMPHASIS; the significant results that EMPHASIS has managed to achieve (including cross-border ART referrals and remittances) and highlight key advocacy demands that have emerged from the project.

### **Eligibility Requirement: Minimum Qualification and Competency Requirement:**

- Professional degree in documentary film making or similar field
- Proven experience in making documentaries on development issues.
- Knowledge of cross border migration issues
- Prior experience in making documentaries for development agencies
- Knowledge of professional photography preferable

Interested candidates meeting above criteria should apply by 3<sup>rd</sup> Sep, 2013 including video documentary concept paper and detailed itemized budget and plan for field work and production of video documentary. Samples of previous films produced should also be shared.

For detailed ToR, please visit [www.care-emphasis.org](http://www.care-emphasis.org)

Please send your proposal to:

Mr. Kishore Rimal  
Procurement Officer  
CARE-Nepal  
Email: [kishore@np.care.org](mailto:kishore@np.care.org)





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## **Term of Reference (ToR)**

### **Development of Video Documentary on Migration and EMPHASIS work**

#### **1. Background:**

Enhancing Mobile Populations' Access to HIV and AIDS Services, Information and Support (EMPHASIS) is a 5 year project funded by Big Lottery Fund, UK, implemented in Nepal, India and Bangladesh to address HIV&AIDS vulnerability of cross border mobile populations who are moving between Bangladesh to India and Nepal to India.

EMPHASIS is piloting its initiative in the districts of Jessore and Satkhira in Bangladesh, Accham and Kanchanpur in Nepal as source and Delhi, Kolkata and Mumbai in India as destination. The EMPHASIS Project provides HIV/AIDS related prevention message and referral services throughout the continuum of mobility, i.e. at source, transit and destination.

EMPHASIS works with Nepalese Population at source, transit and destination, establishing a clear linkage across the mobility continuum through intervention sites in India and Nepal. Similarly, EMPHASIS works with potential and returnee migrants in Bangladesh. In India however, the work is carried out with migrants in general and more specifically Bengali speaking populations, without reference to their source area or area of origin.

The migrant population faces specific vulnerabilities along the continuum of mobility. Many of them are subject to violence, harassment and exploitation and often lack access to services at destination. Women are especially vulnerable and often face severe risks of sexual and physical violence. In these contexts, one of the key focus areas of EMPHASIS is on women's empowerment in the continuum of mobility. Similarly, EMPHASIS is also working on many other important issues that are affecting migrants such as remittances, etc.

EMPHASIS is closely working with respective governments, civil society, development stakeholders and chain of partners in the continuum of mobility. The role of our peer educators and outreach workers has been critical not only in sharing information and supporting migrants but also as change agents and in saving lives. There are dozens of inspiring stories.

Although there are research and advocacy efforts on migration that are currently ongoing and programs that focus on migrants rights but in fact, there are very few projects globally that take care of the entire continuum of mobility. In this regard, EMPHASIS has a strategic significance to the larger discourse on migration programming. Within these backgrounds, EMPHASIS aims to develop a video documentary to tell its story, learning, experiences, challenges and opportunities to the global audience.

### **Key Learning Areas:**

EMPHASIS is currently the only project in South Asia that works with cross-border migrants on HIV at Source, Transit and Destination. Some of the key learning areas are:

1. Community participation and ownership
2. Women empowerment
3. Referral system for accessing key health and HIV related services
4. Engagement with key stakeholders for scaling and sustainability
5. Reducing vulnerabilities at source, transit and destination.

EMPHASIS has planned to develop a documentary to highlight the issues and challenges at source, transit and destination faced by migrants and capture the EMPHASIS interventions and learning from the project.

### **2. Objectives:**

The objectives of this video documentary are:

- To disseminate globally the issues, challenges and vulnerabilities of migrants at source, transit and destination
- Describe the EMPHASIS model and its chain of partnership throughout the continuum of mobility.
- To highlight some of the learning and good practices from EMPHASIS and key advocacy demands that have emerged from the project

Intended audience could be a) policy-makers b) donors and international agencies; c) Impact population and stakeholders on migration

### **3. Methodology:**

The consultant/consulting agency will prepare the tools for filming and also for interviews in collaboration with the country teams. He/she will visit selected field sites and other locations for filming and interview of project participants. He/she will ensure that consent has been received from the participants.

The consultant will also be responsible for editing the clips to put together a documentary film.

### **4. Time Frame:**

The consultant/consulting agency will start by in 16<sup>th</sup> of September and will finalise the output by 15<sup>th</sup> of January, 2014.

### **5. Roles and Responsibilities:**

#### **CARE:**

- CARE will provide support to the consultant for logistics arrangements, selection of the field sites,

- CARE will provide feed back to the consultant on the interview guides used for capturing the changes;
- CARE will provide all relevant documentation useful to the consultant in his/her assignment;
- CARE will facilitate the identification of a translator if need be.

**Consultant:**

The consultant will:

- Prepare a draft script and finalise it in consultation with CARE team
- Develop a story board for the documentary prior to the filming and share with CARE team.
- Develop interview guides for capturing and documenting changes brought by the project including the areas: women empowerment (e.g. participation in household decision making; inter-spousal communication; autonomy both financial and mobility; personal health; knowledge; collective efficacy; community support in times of crisis; social capital and social cohesion; information sharing) and community ownership, safer mobility, safer remittance, reducing the violence and harassment at the border, service referrals, access to health services etc. The consultant will conduct (with the assistance of CARE staff and a translator if necessary) interviews with EMPHASIS project participants and other relevant key stakeholders.
- Capture the major lessons learned and key success stories in consultation with EMPHASIS partners at source, transit and destination
- Conduct filming, editing and all other necessary processes for developing a documentary film.
- The documentary film will be produced in English and interviews, etc will have to be translated from local language into English.
- Keep CARE focal point informed on the progress of the film through regular updates and discussions
- Share a rough-cut version of the film by 16<sup>th</sup> December 2013 for feedback. Incorporate inputs and deliver final product by 15<sup>th</sup> January 2014.
- Adhere to the visibility and branding guidelines of CARE and Big Lottery Fund and ensure appropriate visibility actions where required.
- Provide CARE the videos, images shot during the filming process.
- Ensure the respect of ethical consideration (consent of participants) and hand over these consents to the regional secretariat at the end of assignment.

**Defined Deliverables:**

1. A 20-25 minute video documentary: capturing the (a) changes made due to EMPHASIS interventions (b) EMPHASIS intervention model with a chain of partnership throughout the continuum of mobility (c) issues and concerns of migrants especially in the context

- of cross border mobility (d) major lessons learned and testimony EMPHASIS success stories
2. A shorter 5 minute version of the same film with highlights and key messages.
  3. Raw footage of the documentary and the DV tapes used during the filming
  4. 50 copies of the documentary in a DVD format with a standard cover in line with CARE's and Big Lottery Fund, UK branding guidelines
  5. Photo slides of the pictures captured during the shooting.
  6. All copyright for videos, photos and raw footage will belong to CARE.

**7. Minimum Qualification and Competency of Required Consultant:**

- Professional degree in documentary/film making or similar field
- Proven experience in making documentaries on development issues.
- Knowledge of cross border migration issues
- Prior experience in making documentaries for development agencies
- Knowledge of professional photography preferable

**8. CARE Contact Person**

Tahseen Alam, EMPHASIS Regional Advocacy Manager, Regional Secretariat,  
c/o CARE India, New Delhi, India  
+91 8527019639  
Email – [tahseen.alam@co.care.org](mailto:tahseen.alam@co.care.org)

**9. Logistic Support if required**

- Consultant needs to use his/her own filming and editing equipments as per need.
- Consultant needs to pay his / her travel cost both at source and destination.
- Consultant needs to pay for any other cost such as interviewer, field trip etc.
- CARE EMPHASIS will provide support to arrange for field visit and appointments throughout the continuum of mobility at source in Nepal, and Bangladesh, Transits and destination in Mumbai, Delhi and Kolkota during the filming process.

**10. Advance Payment (if required)**

CARE contact person will monitor the progress of study and the consultancy fee will be paid against the approved following deliverables.

- 25% of the consultancy fee after the approval of script or story board for the documentary from EMPHASIS Senior Project Director (SPD)
- 25% after the rough cut of the film (by 16<sup>th</sup> December, 2013)
- 50% after the final completion of deliverables (by 15<sup>th</sup> January, 2014)

Interested candidates are requested to submit:

- Letter of Interest (LoI) including concept note for filming and plan for field work in Nepal in Accham and Kanchanpur, in Bangladesh Jessore and Satkhira and Mumbai, Delhi and Kolkota at destination in India. This is a fixed price contract and the consultant should include all related cost while submitting the cost proposal
- Samples of previous similar documentary films produced

For an individual: updated bio-data, Identification card (Copy of Passport, Citizenship or equivalent) is required

For an institution or company: Company registration document, permanent account number (PAN) or VAT number of company and CV of proposed consultants for this assignment.

Only short-listed candidates/institutions will be contacted.

Please send these documents to: [kishore@np.care.org](mailto:kishore@np.care.org)

The deadline for submission is September 3, 2013 at 17:00 Nepal Standard time.