



5 October 2018

The Swiss Programme for Research on Global Issues for Development (r4d programme) invites proposals from experienced filmmakers to develop a concept for participatory filmmaking and to implement the production of video clips in view of producing short films.

**Deadline for submission:**

**10 November 2018**

Contact person:

Dr. Carmenza Robledo, Programme Synthesis Coordinator at [carmenza.robledo@gmail.com](mailto:carmenza.robledo@gmail.com)

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## r4d Programme Synthesis:

**Digital Storytellers, a tangible experience on contributions to achieving Sustainable Development Goals (SDGs)**

### Terms of Reference for the Filmmaker (team)

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#### 1. Background

The Swiss Programme for Research on Global Issues for Development (r4d programme) is a joint funding scheme of the Swiss Agency for Development and Cooperation (SDC) and the Swiss National Science Foundation (SNSF). The r4d programme is organised around five thematic modules (employment, ecosystems, food security, social conflicts and public health) and one thematically open module. The 57 projects funded in the r4d programme focus on reducing poverty and global risks as well as on contributing to global sustainable development (<http://www.r4d.ch/>).

During the period 2018-2021, the r4d programme conducts a synthesis process that facilitates learning beyond individual projects. One of the synthesis activities is the participatory filmmaking project “*Digital Storytellers - a tangible experience on contributions to achieving Sustainable Development Goals (SDGs)*”. Participatory filmmaking in the r4d programme means to work within the global research network and to invite and enable research teams in up to 50 countries to translate their experiences, findings and development contributions into the language of film.



Preliminary analyses indicate that the r4d projects have contributed to achieving several Sustainable Development Goals (SDGs) e.g. SDG 1 towards no poverty, SDG 2 on zero hunger or SDG 10 on reducing inequalities. Most projects have contributed to achieving SDGs at local and national levels.

The activities considered in these Terms of Reference aim at making these contributions visible to a large community of interested parties.

## 2. Filmmaking as part of the r4d programme Synthesis

The synthesis of the r4d programme foresees to document projects' contributions to achieving SDGs using participatory filmmaking and short film production in a two-steps process:

1. **Participatory production of a collection of video clips** that capture testimonies and contributions in achieving SDGs in partner countries through the research projects. The video clips will reveal the diversity of approaches used in the projects. The video clips will be available to a broad audience through an online platform from the r4d programme. **The current call (ToR) covers this first step.**
2. Production of short films tailored for concrete events and specific target audiences (e.g. international meetings and policy makers or news slots in Swiss media and civil society actors). The preparation of these short films will follow a content analysis of the video clips as well as the dissemination priorities identified for the r4d programme synthesis. The call (ToR) for the filmmaking of the short films will be open in the second half of 2019.

**The r4d Programme is now looking for a filmmaker (or team) to support the first step.**

## 3. Tasks for participatory video clip production

The mandated filmmaker will be responsible for the following tasks:

- develop a detailed concept for participatory video clip making from **pre- to post-production** including training and coaching of r4d researchers and ideas for online dissemination (step 1) and suggestions on further processing into short films (step 2)
- prepare and provide online training on video clip production, including training material for research teams in English (and possibly in French and/or Spanish); the training should also include ethics and protection of actors contributing to the video clips as well as handling of sensitive issues. .
- procure a basic technical set for video clip making (e.g microphone and/or recording tools).
- provide advice and support to researchers before and during the video clip production
- review of video clips, including content analysis, categorisation and archiving
- final post-production of video clips and online publication as video clips collection, making use of r4d programme corporate identity guidelines

## 4. Deliverables

The following deliverables are expected

- Detailed concept including method and strategy for the participatory video clip making in view of producing short films

- Guidance for video clip making for researchers (written in English)
- 3-5 online training courses (initially in English, followed by French and Spanish)
- Procurement of basic set for video clip making (max. 50)
- Collection of video clips in a form accessible for the online platform of the r4d programme synthesis; categorisation of raw material and documentation, meta data handling
- Draft concept for short films, based on the video clips and considering communication avenues identified for the synthesis of the r4d programme.

Publication and outreach of any deliverable follows agreement for publication under the creative commons 2.0.

## 5. Application details

### 5.1 Who can apply

Experienced filmmakers with a track record in participatory filmmaking can participate in this call. Intercultural experience and/or previous work in developing countries are as well required.

Proposals by bidders who do not meet these criteria will not be considered.

### 5.2 Duration

This mandate for the first step of the project on “Digital Storytellers - a tangible experience on contributions to achieving Sustainable Development Goals (SDGs)” has a duration of 18 months, starting in November 2018 and ending in April 2020.

### 5.3 Budget

The maximum budget for the tasks related to producing a collection of video clips is CHF 85'000. This budget includes travel costs and meetings in Switzerland as well as the procurement of the basic clip-making sets. No international travelling is foreseen for this contract.

## 6. Submission procedure

### 6.1 Information and inquiries

These Terms of Reference are published on 5 October 2018. Questions related to the submission and evaluation procedures can be sent by email to [r4d@snf.ch](mailto:r4d@snf.ch) or to Dr. Carmenza Robledo, [carmenza.robledo@gmail.com](mailto:carmenza.robledo@gmail.com).

The proposal has to be submitted electronically **by 10 November 2018 to [r4d@snf.ch](mailto:r4d@snf.ch)**.

### 6.2 Documents to be submitted

- Motivation letter and CV(s) of applicant(s)
- Concept note explaining the approach for the production of participatory video clip making, produced by research teams in Latin America, Africa and Asia (max. 5 pages). It should spell out the detailed approach to participatory filming (step 1) and an outlook for using the clips collection for the production of short films for specific communication events and target audiences (step 2).

- Work plan, covering the 18 months of the mandate.
- Detailed budget (cost calculation per task), including the time for coordination, meetings and travels in Switzerland. The budget should contain a separate line clarifying expected costs for the procurement of the basic clip-making sets.
- Reference work, including samples of own video productions, and reference persons
- Ethical statement

### 6.3 Timeline

Terms of Reference published	5 October 2018
Questions by email	15 October 2018
Deadline for submitting proposal	10 November 2018, 24.00h CET
Interviews and selection of mandatee	14-26 November 2018
Contract signature	31 November 2018
Detailed concept	25 January 2019
Guidance for video clip making for researchers	15 March 2019
Online training material (in English)	30 April 2019
Online training material (other language, if required)	30 June 2019
Online training sessions	From May 1, 2019 onwards
Basic sets for video clip making available	From May 15, 2019 onwards
Support on video clip making	From May 15, 2019 onwards
Review of video clips, incl. content analysis, categorisation and archiving	From July 2019 onwards
Final production of video clips and online publication as video clips collection	Jan. – March, 2020

## 7. Evaluation and selection of proposals

The Guiding Board (GB) will evaluate the proposals and select the mandate. The GB includes the r4d Synthesis Coordinator, one member of the r4d programme management and one representative of SDC.

Proposals will be evaluated according to the following table provides an overview of the evaluation criteria and the corresponding weighting:

No.	Award criteria	Weighting
1	Quality of the short concept (sketch), including methodology, work plan and ethical statement	40%
2	Demonstrated expertise and capacity as presented in the motivation letter, CVs and the references	30%
3	Formal quality of offer (structure, completeness, appearance)	10%
4	Financial proposal	20%

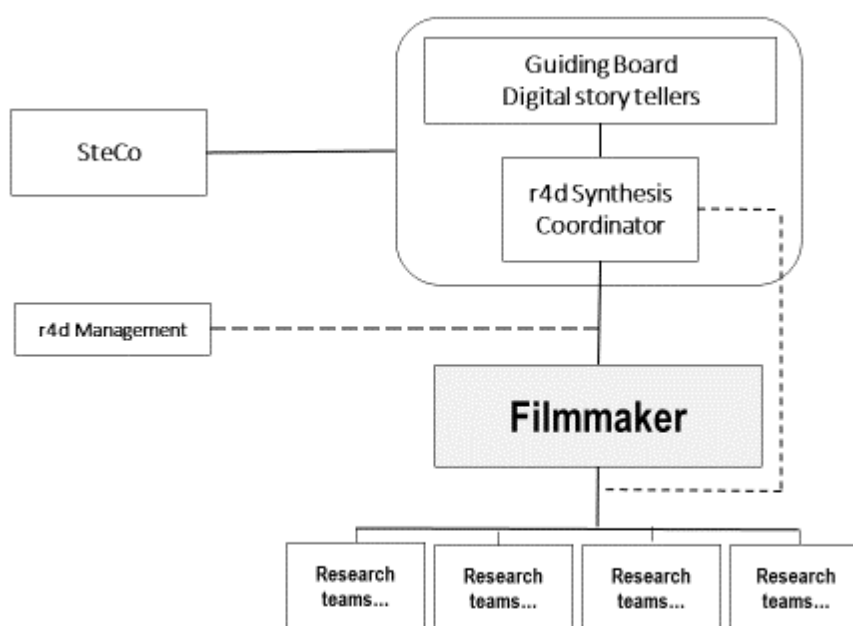
Each criterion will be evaluated according to the following score table:

Score	Fulfilment and quality of the criteria	
100	Very good fulfilment	Information clearly relates to the achievement of outputs; data quality is excellent
80	Good fulfilment	Information focuses well on requirements; data quality is good.

50	Average fulfilment	Information globally responds inadequately to the requirements; data quality is adequate.
30	Bad fulfilment	Information reveals inadequately to the requirements; data quality is poor.
15	Very bad fulfilment	Information is insufficient; data quality is very poor.
0	Cannot be established	Information has no significance, is not included or is not understandable.

## 8. Organisation roles and responsibilities

The graphic below shows the different roles and responsibilities relevant for this mandate.



The mandatee (filmmaker) is responsible for the implementation of all tasks mentioned in section 3 and makes available all deliverables (section 4) on time. The mandatee will get advice and supervision from the Synthesis Coordinator and will collaborate closely with the project teams (researchers) in Switzerland and abroad who are willing to participate in the training sessions and in the production of video clips.

The research teams produce the video clips under the guidance of and after training by the mandatee.

Dr. Carmenza Robledo is the synthesis coordinator of the r4d programme. She assumes the role as project leader/coordinator and is member of the Guiding Board. In addition to her functions as Guiding Board member she is responsible for 1) advising the mandatee and supervising the work's progress regularly, 2) providing updates on the project progress to the Guiding Board and to the Steering Committee, 3) facilitating initial contact between the mandate and the research teams, 4) reviewing bills from the sub-project jointly with the r4d programme management and 5)

coordinating the inclusion of the products into different communications avenues of the r4d synthesis in agreement with the Guiding Board.

The Guiding Board is established for 1) conducting the selection process of the mandatee and 2) for reviewing the final concept. It provides 3) support to the alignment of the project with the programme synthesis goals and is 4) informed by the Synthesis Coordinator about the content analysis of the video clips.

The r4d programme is the project owner. The r4d Steering Committee provides strategic guidance for the whole programme and is regularly informed about progress of all synthesis activities.

The r4d programme management is responsible for administrative issues with the mandate (e.g. contracting and payment) and acts in collaboration with the r4d synthesis coordinator.

## **9. Contact**

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