



AIPI

" A Partnership between BITMI
and Rwanda ICT Chamber "



Consultancy tender: Impact Story Videographer/Editor | Access International Partnerships in IT (AIPI)

Introduction

This consultancy tender outlines the terms of reference for the documentation in the form of videos, of the success stories resulting from activities of the AIPI project. The documentation of success stories will help track progress, learn about successes and challenges existing in the project main activities. This ToR document will guide the documenting team in their activities and responsibilities.

Background

Rwanda ICT Chamber in partnership with the Bundesverband IT-Mittelstand e. V. (BITMi) together are implementing a partnership project that is of great benefits to their respective member companies and both ICT ecosystems at large.

Our project is supported by the globally active, non-profit Sequa gGmbH as part of the special initiative "Training and Employment" of the German Federal Ministry for Economic Cooperation and Development (BMZ). Under the brand "Invest for Jobs", the special initiative has put together a package of offers to support German, European and African companies in their job-promoting engagement in Africa.

The main objective of the planned and ongoing activities is to implement measures that make an important contribution to increase prosperity, employment, business cooperation and

improving the investment frameworks in order to facilitate further economic development and growth in the ICT field in both countries. Creating new jobs and improving existing ones are focus areas as well as success indicators.

Objectives

The documentation of success stories aims to achieve the following objectives:

- To create visuals in the form of video that captures the experience of stakeholders of the selected jobs created as a result of the project's activities.
- To document success stories of beneficiaries who benefited from capacity building and other relevant activities that create impact.
- To document and share satisfactory deliverables that meet the needs and requirements of the project's KPIs.

Scope:

The consultancy will cover the documentation of success stories from various beneficiaries who benefited from the program's activities to date. The consultant in charge of documentation will be responsible for photographing, filming, editing and creating professional videos that capture experience and impact created from AIPi's project activities.

Responsibilities

The videographer/editor consultant is responsible for coordinating, arranging and setting up the shooting sessions. The following are some of the key duties and responsibilities mandated to the consultant:

1. Planning and coordination: The consultant should work closely with the AIPi project team and stakeholders to identify the success stories that need to be documented. They should create a plan outlining the timeline, objectives, and scope of the documentation efforts.
2. Story identification and selection: The consultant will liaise with the project team to identify relevant key story points that highlight the impact, challenges and effectiveness of the AIPi project including specific use cases, measurable results, and positive outcomes achieved through the project's implementation. Stories vary from employment, training, and other relevant project activities.

3. Interviews and data gathering: The consultant should refer to the agreed-upon script to conduct interviews and gather data from project participants, stakeholders, and beneficiaries. Production should aim at capturing firsthand accounts, testimonials, and quantifiable data that illustrate the success of the project.
4. Video production: Consultant should possess video editing and production skills to create visually engaging and compelling videos. They should ensure that the videos are professionally edited, include relevant visuals, and effectively convey the success stories and their impact.
5. Scriptwriting and narration: The consultant should adapt to internally drafted scripts for the videos, outlining the narrative structure and key points to be communicated. They should also coordinate with project participants to obtain any necessary voice-over narrations or testimonials.
6. Quality assurance: The consultant should ensure the accuracy, coherence, and quality of the videos. They should review and revise the videos to make sure they align with the project's goals and accurately represent the achievements of the AIPI project.
7. Collaboration with consultants: If the consultant is working with external consultants for video editing or other specialized tasks, they should collaborate closely with them. They should provide the necessary information, guidance, and feedback to ensure that the videos meet the project's requirements.
8. Documentation storage and distribution: The consultant should establish a system to store and organize the documentation, ensuring that it is easily accessible for future reference. They should also coordinate with the AIPI project team to determine the appropriate channels for sharing and distributing the videos, such as project websites, social media platforms, or conferences.
9. Evaluation and feedback: The consultant should seek feedback from project stakeholders and viewers of the videos to assess the effectiveness of the documentation efforts. This feedback can help refine future videos and improve the overall impact of the success stories.

Deliverables

The consultant will produce the following deliverables:

1. Monthly progress reports capturing challenges and progress made in contrast to the plan.
2. Good quality visual testimonial documentation in different formats: video or photos accordingly.

3. Delivery report detailing documentations created and recommendations on future similar assignments.

Duration of the consultancy

The consultancy duration will be TWO (2) months and may be renewed upon satisfactory performance with a written mutual consent of both parties. The contract will be issued to implement the framework contract and specify the duration and amount of the assignment.

Timeline and deadlines

The expression of interest must be delivered in written form addressed to the Project Lead of AIPi project on the following address: info@aipi.rw **not later than 30th May 2023 at 6:00 pm Kigali time (GMT +2)**. Application should contain CV with all other relevant certificates to support any other additional training or skills.

Note: Rwanda ICT Chamber will respond to any question received prior to the due date, and may, at its sole discretion, respond to requests received later than the due date. The question(s) and response(s) will be sent to all applicants who have requested the RFQ documents. Rwanda ICT Chamber may extend the closing date to ensure offerors have adequate time to consider answers and reply accordingly. Late submissions will not be accepted or considered.