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| **Terms of Reference**Development of podcasts and photobooks from research studies carried out in Somalia and Sudan in June and July 2019 |

## Background Information

For over two decades, Save the Children (SCI) has been working with armed forces in sub-Saharan Africa to promote the rights of children in conflicts, post-conflict and protracted political emergency situations. In the last 10 years, SCI has worked with the African Union and Regional Bodies/Mechanisms in strengthening child protection in peace support operations. This has yielded remarkable results; a standardised and harmonised curriculum adopted by EASF and ECOWAS is currently being rolled out among national armed forces in Uganda, Senegal and Cote d’Ivoire to facilitate child protection training delivery and evaluation.

Under the ICPAPSA project, child participation envisages that children affected by conflict are empowered to be agents of change and influence policies and decisions made at national, regional and continental levels on issues affecting them while living in conflict contexts. Building on the consultations with children that were carried out in 2018 as a first phase of conducting research with children (consultative participation), the project is looking to engage children as researchers on issues affecting children living in conflict contexts (collaborative participation). Child researchers will be engaged in Somalia and Sudan, undergoing training on how to collect and document qualitative data, and finally undertaking interviews and focus group discussions with children identified in the sample size.

SCI is seeking the services of an experienced firm to accompany the child researchers as they collect data, and record and document their experiences as well as the experiences of the children being interviewed. The selected firm will then produce podcasts and photobooks based on the information collected. It is envisaged that the research studies will generate a variety of products and materials that can be used for advocacy and campaigning purposes with various stakeholders, including government officials, local communities, donors, and policymakers at the regional level.

## Objectives

The overall objectives of this work are to:

* Develop and produce 3 podcasts each for Somalia and Sudan (depending on topics to be covered), each between 10 and 15 minutes.
* Develop and produce 2 photobooks each for Somalia and Sudan, each between 25 and 30 pages long. The photobooks will be in English, and Somali (for Somalia), and Arabic (for Sudan).

The podcasts will highlight the experiences of the child researchers as they carry out the research, as well as the experiences of the children being interviewed. The photobooks will highlight the key findings and recommendations as shared by the children in Somalia and Sudan based on the research studies.

## Scope of the assignment and deliverables

The firm will be responsible for the development of 6 podcasts and 4 photobooks in total, in conjunction with the program team. The tasks to be undertaken by the firm are as follows:

* SCI and the firm will agree on any relevant documents to review, as well as logistical and technical plans for recording and documenting the children and their experiences in Somalia and Sudan.
* SCI will work with the firm on any preliminary tasks, and will make the necessary arrangements for the firm to travel to Somalia and Sudan with the required equipment and materials.
* The firm will develop proofs and samples based on the work done jointly with SCI for feedback.
* The project team will review the proofs and samples, and provide feedback.
* The firm will make the necessary corrections and then submit the final products.

Below are the criteria to be followed when recording and producing the podcasts and photobooks: -

* **Appropriateness:** The products must be stylistically appropriate to the process that is being undertaken, showcasing key highlights, findings and recommendations shared by children during the research carried out in Somalia and Sudan.
* **Style**: The products must have a clear and memorable style, and should be easy to follow for those listening and reading.
* **Clarity**: The products must be clear in communicating a message. This is not the same as simplicity, but describes how the various elements contribute to the message and work together.
* **Dynamism**: The products should be dynamic, with a clear visual flow that supports the message in key elements and moments.
* **Concept-focus**: The products should focus on elements that visualize processes that involve people. The role of persons should be mostly active.
* **Time:** The podcasts should be at most 15 minutes long each, with compelling messages and quotes being captured.
* **Audio-visual coherence**: The audio elements used, including voice-overs, sound effects, captions and background music should be consistent with the style and have some repetitive lines to improve memorability.
* **Voice over/audio quality**: The skill of the speakers and the quality of the recording should be of a high standard.
* **Audience:** The podcasts and photobooks will be used for advocacy and campaign purposes by the project team, targeting various stakeholders such as government officials, donors, local communities, and policymakers at the regional level.
* **Evocative**: The products must leave an impression on the listeners and readers, not just communicating a message, but also lending impact to that message. This is achieved by the above elements: style, clarity, dynamism, audio coherence, and voice over quality.

The firm is responsible for undertaking the tasks outlined above and submit the deliverables as per the agreed timelines.

## Timeframe

The overall task of designing, recording and producing the podcasts and photobooks is expected to take 60 days staggered over a 4-month period, from June 2019 to the end of September 2019.

## Expected Background and Experience

* Demonstrated work experience designing, recording and producing podcasts.
* Demonstrated work experience designing and producing photobooks.
* Able to travel to Somalia and Sudan with the project team in June and July 2019.
* Able to deliver quality work on agreed upon timelines.
* Proficiency in Somali and Arabic an asset.

## Remuneration

Remuneration will be based on submission of deliverables. Taxation laws for Kenya will apply. Save the Children will cover all travel costs related to this work.

## Ethics, Safeguarding and Code of Conduct

As the firm will be working on behalf of Save the Children, they will be required to sign and adhere to the Child Safeguarding Policy and ethical guidelines. Note that background checks will be undertaken on all applicants. As regards the documentation, the title rights, copyrights and all other rights of whatever nature in any materials used or generated under the provisions of these services will exclusively be vested with Save the Children International East and Southern Africa Regional Office.

## Submitting expressions of interest

Interested firms must submit a technical and financial proposal including:

* A cover letter and samples of their work.
* Work plan for carrying out the consultancy.
* Reasonable budget breakdown and cost consideration commensurate to expected deliverables.

**Applicants should be available for immediate engagement**

Applications should be submitted to: esaro.procurement@savethechildren.org

Save the Children East and Southern Africa Regional Office by **Friday, 17th May 2019**