



LEGAL AND HUMAN RIGHTS CENTRE

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TERMS OF REFERENCE (TOR) FOR PRODUCTION OF AUDIO-VISUAL PRESENTATION ON THE TANZANIA HUMAN RIGHTS REPORT 2019

Background

The Legal and Human Rights Centre (LHRC) is a Tanzanian, non-governmental organization that is private, voluntary, non-partisan, and not-for-profit sharing organization.

LHRC has completed preparation of the Tanzania Human Rights Report 2019 (THRR 2019), which was launched using online platforms on 29th April 2020 at LHRC Headquarters in Kijitonyama, Dar es Salaam. As part of its dissemination strategy, LHRC would like to use audio-visual presentation on the THRR 2019. LHRC is thus seeking an experienced video content creator/service provider to create an audio-visual presentation on the THRR 2019.

Objectives

The main objective of the assignment is to produce a creative audio-visual presentation on the Tanzania Human Rights Report 2019 that is easily understood by the public. The purpose of this presentation is to create public awareness on the situation of human rights in Tanzania Mainland, highlighting some key issues and findings relating to human rights across the country. The knowledge obtained through the audio-visual presentation is expected to promote human rights and enhance accountability.

Scope of work

The Consultant will undertake the following tasks:

- Read and understand the Swahili booklet on the Tanzania Human Rights Report 2019 and content on the report that will be shared
- Meet with the LHRC team to discuss on the video concept content
- Develop a script and share with LHRC for approval
- Advise on the length of the audio-visual presentation
- Use the provided content about the Tanzania Human Rights Report 2019 and other relevant information from the Swahili booklet on the to produce audio-visual presentation on the Tanzania Human Rights Report 2019 in Swahili language and insert English subtitles
- Share the draft audio-visual presentation for comments and editing by LHRC
- Finalize the audio-visual presentation and submit it to LHRC.

Board of Directors:

Hon. Chief Justice Barnabas A. Samatta (Ret'd) - Chairperson, Ms. Anastazia Rugaba - Vice Chairperson, Ms. Anna Aloys Henga (Adv.) Secretary, Mr. Thaddeo W. Mashera - Member, Dr. James E.M. Jesse (Adv.) - Member, Ms. Rebeca Z. Gyumi - Member, Ms. Sophia M. Komba - Member

Expected outputs and deliverables

- Draft audio-visual presentation on the Tanzania Human Rights Report 2019
- A well-prepared and final audio-visual presentation on the Tanzania Human Rights Report 2019, produced in Swahili language and having English subtitles.

Qualifications and Competencies

- A reputable firm
- Substantial experience in developing audio-visual content
- At least 3-year experience in developing audio-visual content
- Must have produced at least 3 similar projects
- Submit a sample of similar work audio-visual content produced
- Expertise in video production, motion graphics design and infographics
- Excellent written and spoken communication skills in English and Swahili
- Ability to work in a team and collaborate with all persons involved in the preparation of the audio-visual presentation
- Ability to ask relevant questions and seek clarifications
- Minimum educational requirement of university degree in communication, graphics designing and other related fields.
- Fluency in English and Swahili.
- Excellent computer skills.
- Good communication and interpersonal skills.

Timeframe

The duration of the contract will be 15 working days from the date of signing of the contract prepared by LHRC. The assignment is expected to be carried out within the month of June 2020.

Workplan

<i>Activity</i>	<i>Days</i>
Read and understand the Swahili booklet on the Tanzania Human Rights Report 2019 and content on the report that will be shared	1
Meet with the LHRC team to discuss the content of the report and develop a video concept	1
Use the provided content about the Tanzania Human Rights Report 2019 and other relevant information from the Swahili booklet on the to create audio-visual presentation on the Tanzania Human Rights Report 2019 in Swahili language and insert English subtitles	7
Share draft audio-visual presentation with LHRC and receive feedback	3
Work on comments/feedback	
Test the audio-visual presentation of the THRR 2019	1
Finalize and submit the audio-visual presentation on THRR	2

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2019	
TOTAL	
	15

Communication and reporting

The consultant shall work closely with the LHRC Director of Empowerment and Accountability, the Research Unit and the LHRC Public Relations and Communication Officer while undertaking this assignment. All communications and reporting shall be made through official email correspondences and include the three parties above.

Submission and approval of the audio-visual presentation

The audio-visual presentation shall be submitted to the communication parties identified above and approved by the LHRC Management.

Other terms and conditions

- LHRC reserves copyright over all material and the final the audio-visual presentation that will be created. The audio-visual presentation shall thus not be circulated without LHRC approval.
- The assignment will be undertaken in line with LHRC guidelines, including use of LHRC branding guidelines.
- Payment for the consultancy service provided shall be made in line with LHRC policies and rates, taking into consideration the market rates.

Deadline for submission of the expression of interest and related work is on Wednesday, July 2nd, 2020.

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