

TERMS OF REFERENCE FOR ENGAGEMENT OF INDIVIDUAL CONSULTANT TO CONDUCT A BASELINE DOCUMENTARY OF SAPZ SITES IN KANO STATE

1.0 Background

The Federal Government of Nigeria has received a Facility from the African Development Bank (AfDB), the International Fund for Agricultural Development (IFAD), and the Islamic Development Bank (IsDB) to finance the cost of the Special Agro-Industrial Processing Zones Program (SAPZ), and intends to apply part of the proceeds towards carrying out various consultancy services. The SAPZ Program is being implemented in the seven (7) States and the Federal Capital Territory (FCT). The States Are Cross River, Imo, Kaduna, Kano, Kwara, Ogun and Oyo.

The overall development objective of the SAPZ program is twofold: (1) Support the development of SAPZ in high food production areas to supply the domestic food market and create exportable surpluses; and (2) Capacitate smallholder farmers, small agro-processors, and traders, and community-based service providers, including women and youth; to take advantage of the market demand created by the SAPZ to sustainably enhance their income, household food security and resilience to climate change.

The Program has four broad components namely: (i) Support the development of enabling climate adapted infrastructure for Agro-Industrial Hubs (AIHs), (ii) Improve agricultural productivity and enterprise development to enhance agricultural value chains and job creation in the SAPZ Catchment Areas, (iii) Support Agro-Industrial Zone Policy and Institutional Development, and (iv) Program Coordination and Management.

The Knowledge Management and Communications Unit is providing cross cutting technical support to the components of the program especially in visibility, dissemination of information, awareness creation and advocacy campaigns. It is against this background that the SAPZ is engaging a consultant to undertake community engagement and awareness within the SAPZ project sites to raise awareness among the public, particularly, the targeted beneficiaries of the program, organize interactive sessions with local community members to understand their perspectives, address concerns, and showcase the positive impact of the projects.

Purpose of the Baseline Documentary

The purpose of the consultancy therefore is to produce a video documentary and still photography that provide clear and compelling stories and photo images to showcase the beginning and or entry point of the SAPZ Programme.

Justification

The KMC Unit is providing cross-cutting technical support to the components of the programme especially in the area of programme visibility and developing knowledge products that would demonstrate the programme results and impact. It is in the light of this that this consultancy is

being proposed to conduct a baseline documentary (video and photography documentation) of the targeted communities and project sites to track entry point of implementation. The baseline documentary footages and images will serve as reference point to compare project's performance and identify successes.

2.0 Objective of the Assignment

The objective of the assignment is to produce 30 minutes video documentary and still photographs illustrating the current economic status of targeted communities of SAPZ as well as the status and existing challenges within the anticipated project locations and sites before intervention.

3.0 Scope of Consultancy

In carrying out this work, the Service provider shall:

- Provide schedule for pre-production, production, and post-production activities of the documentary.
- Develop the concepts, storyboard, and content of the baseline documentary in accordance with the objective of the programme.
- Conduct interviews with relevant stakeholders who will include the State, LGA and community leaders.
- Capture on video and photography, the status of existing community economic infrastructure and other social facilities, highlighting issues related to planned actions and interventions of the SAPZ.
- Capture the agriculture and socio-economic activities of the targeted communities along the value chain of the SAPZ; existing farming practices, knowledge, production and productivity levels, access to essential inputs such as quality seeds, agro-chemicals, farm mechanization and institutions.
- Conduct interviews with targeted communities, specifically identify and document their present living conditions before interventions.
- Identify and capture baseline information of existing policies, community rules and regulations governing the conduct of rural and agricultural business environment for the purpose of improvement.
- Document challenges resulting from lack of essential facilities for agriculture and rural economic growth.

4.0 Methodology

- The Service Provider (SP) will work closely and in collaboration with Procurement Unit and in particular the Knowledge Management and Communications Unit for contract documentation and planning.
- The SP in consultation with the KMC should have access to relevant existing materials and documents about the project's detailed work plan available in addition to detailed discussions with the project implementation team for the purpose of this assignment.
- Prepare relevant interview questions for the assignment. This required the SP to move around the 4 LGA (Project site) to meet and engage with some stakeholders.
- The film will be produced in line with corporate standards.

5.0 Deliverables and Expected Outputs

- The Service Provider should submit detailed production and postproduction schedule for review.
- The documentary should be presented in English version and must be sub-titled where interviews are done with local languages.
- Submit to NPCO, a 30-minute Final Production presented on high quality video resolution packaged on DVDs with professional design and label. The content must be on appropriate formats that enables, broadcast, upload to SDCs, transfers and generation on website.
- Submit to NPCO, a compendium of still photographs of relevant sites and locations planned for actions and interventions as well as selected targeted beneficiaries documented before intervention.
- Submit to NPCO all film footages covered for the purpose of this assignment for reference and future use.

6.0 Responsibilities of the Client (NPCO)

NPCO shall be responsible for the following:

- Provide information that the consultant may require for the assignment;
- Shall assist in arranging for interviews were necessary
- Shall ensure prompt payment as at when due

7.0 RESPONSIBILITIES OF THE CONSULTANT

- The Consultant shall be responsible for his/her accommodation and transportation expenses in the course of carrying out the assignment;
- Bear the cost of production of reports and related documents;

- Shall ensure that the material are not used for any other purpose except for intended purposes by the client
- Shall ensure that the materials are not used without the authorization of the client.

8.0 Procurement Method

The Procurement method for the consultancy is Individual Consultant Selection Method (ICS).

9.0 Qualifications and competencies required.

- The Service Provider should possess a minimum of University Degree on Mass Communication or its equivalent on Journalism.
- Experience in producing public information, video films or TV programs, relating to the social, agricultural, and rural development.
- Experience in working with international organizations and/or international donors as well as in working with State institutions.
- Excellent technical capacities to ensure smooth and high-quality production of video documentaries.
- Excellent planning and organizational skills.
- Excellent ability to meet deadlines.

10.0 Duration of the Assignment

The whole assignment will take a span of 2 months.

11.0 Intellectual Property

All information pertaining to this video documentary including its audio, footages, and documents, etc.) Belonging to SAPZ, which the Consultancy may come into contact in the performance of this assignment shall remain the property of the NCO who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of the SAPZ- NCO in line with the national and International Copyright Laws applicable.

12.0 Payment Schedule:

Submission and acceptance of Inception Report 20%

Submission and acceptance of Draft Report 50%

Submission and acceptance of Final Acceptable Report 30%.

**The National Program Coordinator,
Special Agro-Industrial Processing Zone (SAPZ) Program**

NATIONAL COORDINATION OFFICE
FEDERAL MINISTRY OF AGRICULTURE AND FOOD SECURITY, FADAMA HOUSE NO 1
ELDORET CLOSE, OFF AMINU KANO CRESCENT, WUSE II ABUJA

CONSENT FORM FOR FILM/PICTURE RECORDING

I,.....of.....
.....

.....hereby grant FGN - SAPZ (NCO) the permission to document, record and use my comments, quotations, interview responses, photographs, and/or video or any other materials not listed above in which I may appear, for information, education, promotion, advertisements or other purposes that support the mission of the SAPZ Programme. I also agree that all rights to these materials belong to SAPZ and agree to release to SAPZ and those involved in the documentation from claims for remuneration associated with their use.

Sign.....

Date.....

Mobile phone.....