

TERMS OF REFERENCE (TOR) FOR DOCUMENTATION OF END-OF-PROJECT FOR THE AFRICAN WOMEN VOICES FOR PEACE (AWVP) PROJECT.

Introduction

ActionAid is an international federation working with women, children, and communities living in poverty and exclusion to promote social justice, gender equality, and poverty eradication. Through its Women, Peace and Security (WPS) programming, ActionAid International Uganda (AAIU) works to strengthen women's leadership, participation, and influence in peacebuilding, governance, and transitional justice processes.

Over the past two years, ActionAid International Uganda has implemented the African Women Voices for Peace (AWVP) Project in Uganda and Kenya. The project has supported frontline women, women-led organizations, and peace actors through movement building, advocacy, alternative livelihoods, policy engagement, and cross-border feminist solidarity initiatives aimed at advancing women's participation in peacebuilding and transitional justice processes.

As the project approaches its conclusion, ActionAid International Uganda seeks to document the impact, achievements, lessons learned, and stories of transformation resulting from the project. The documentary will serve as a strategic advocacy, communications, learning, donor visibility, and resource mobilization product while preserving the voices and experiences of frontline women and communities involved in the project.

Background

The African Women Voices for Peace Project has contributed significantly to strengthening the agency, leadership, and visibility of frontline women and women-led organizations in conflict-affected communities across Uganda and Kenya. Through safe spaces, community dialogues, advocacy engagements, alternative livelihood initiatives, and movement-building activities, women have increased their participation in peacebuilding and decision-making processes.

As the project closes, there is a strategic opportunity to capture and showcase these achievements through a professional documentary and a collection of stories of change. The documentary will provide evidence of impact, amplify women's voices, support advocacy efforts on Women, Peace and Security and transitional justice, and strengthen future fundraising and partnership opportunities.

Objectives of the Documentary Assignment

Overall Objective

To produce a high-quality documentary and multimedia package that captures stories of change, lessons learned, and the impact of the African Women Voices for Peace Project in Uganda and Kenya.

Specific Objectives

- To capture compelling stories of change from frontline women, women-led organizations, project participants, and key stakeholders.

- To document project achievements, approaches, and lessons learned from the implementation of the AWVP Project.
- To produce a flagship documentary showcasing the project's contribution to women-led peacebuilding, transitional justice, and Women, Peace and Security processes.
- To generate short video clips for social media engagement, advocacy, and donor visibility.
- To develop audio-visual advocacy materials that amplify women's voices and influence policy discourse on Women, Peace and Security.

Process and Duration of the Assignment

The assignment will begin with an inception meeting between ActionAid International Uganda and the selected consultant/firm. The consultant will review project documentation, identify potential storytellers in consultation with the project team, and develop a documentary concept and filming plan.

The consultant will then undertake field visits and filming activities in selected project locations in Uganda and Kenya. Following fieldwork, the consultant will conduct editing, packaging, validation, and final production of the documentary products.

The assignment is expected to take a maximum of thirty (30) calendar days.

Scope of the Assignment

The assignment will cover project intervention areas in Gulu, Kitgum and Amuru for Uganda and Baringo county in Kenya.

The consultant will document stories of impact, transformation, lessons learned, and recommendations emerging from the project.

The documentary team will conduct structured interviews and visual documentation involving: Frontline women leaders, Women-led organizations, Survivors and conflict-affected women, Youth peace actors, Community and cultural leaders, Transitional justice stakeholders, Local government representatives, Project partners, ActionAid Uganda and Kenya project teams.

The consultant will also capture footage of community activities, alternative livelihood initiatives, peacebuilding interventions, advocacy engagements, movement-building processes, and other project-supported activities.

Expected Deliverables

The consultant/firm will be expected to deliver the following:

Inception Phase

- ✓ An inception report outlining methodology, work plan, filming schedule, and documentary concept.
- ✓ Documentary script and storyboard detailing how the assignment will be conducted.

✓ One preparatory meeting with ActionAid International Uganda to agree on expectations, filming schedules, and deliverables.

Documentation Outputs

✓ One flagship documentary film of 8–12 minutes highlighting project impact, lessons learned, and stories of change.

✓ Five (5) to ten (10) short video clips suitable for social media campaigns, donor visibility, and advocacy purposes.

✓ At least ten (10) documented stories of change and human-interest stories from project participants and stakeholders.

✓ A minimum of fifty (50) high-resolution edited photographs from Uganda and Kenya.

✓ Raw footage archive, photographs, audio recordings, and all source files.

✓ Final documentary package complete with subtitles, graphics, ActionAid branding, and approved edits.

All raw materials arising from the assignment shall be submitted to ActionAid International Uganda for future use and archiving.

Key Considerations During the Assignment

The consultant shall ensure:

- i. Full compliance with ActionAid safeguarding policies and ethical storytelling principles.
- ii. Obtaining informed consent from all participants using approved consent forms.
- iii. Adherence to confidentiality and protection protocols, particularly when engaging survivors and vulnerable populations.
- iv. Visible recognition of ActionAid International Uganda and project partners in accordance with ActionAid branding guidelines.
- v. Inclusion of gender, youth, disability, and diversity perspectives throughout the documentary.
- vi. Documentation of powerful testimonials, quotations, and case studies that strengthen advocacy and learning.
- vii. Application of trauma-informed interviewing approaches where sensitive experiences are discussed.

Profile of the Service Provider

The consultant/firm should possess:

- i. Qualifications in Journalism, Communication, Mass Communication, Film Production, Media Studies, Photography, Videography, or related fields.

- ii. Additional CVs of key documentary production team members.
- iii. Demonstrated experience in producing documentaries, development communication products, and impact stories for reputable organizations, including NGOs and INGOs.
- iv. Proven experience documenting gender, peacebuilding, governance, human rights, or development programmes.
- v. A portfolio of previous documentary assignments and photographic work.
- vi. Ownership or access to professional documentary production equipment capable of producing high-quality HD and 4K video content.
- vii. Experience working in Uganda and/or Kenya will be an added advantage.

Timeframe

The assignment shall be completed within a period not exceeding thirty (30) calendar days from the date of contract signing.

Payment: 25% of the payment will be made upon signing the contract and submission of an inception report and 75% upon accomplishment of the assignment and submission of all the expected deliverables.

Child protection, sexual harassment, exploitation, abuse, and safeguarding standards:

The service provider shall adhere to child protection, fraud, and safeguarding standards regarding the protection of children, women, young people and adults from abuse, exploitation, and neglect. ActionAid International Uganda maintains a corruption free environment, for all complaints relating to fraud and Corruption involving ActionAid international Uganda staff in the administration of this contract, report to the email addresses whistleblower.uganda@actionaid.org or safeguarding.uganda@actionaid.org

Reporting

The consultant shall report directly to the Project Coordinator, African Women Voices for Peace Project. Technical oversight and quality assurance will be provided by Project Coordinator, MEAL Officer, Communications Team, Finance and Operations Coordinator.

A completion certificate shall be issued upon satisfactory delivery and approval of all outputs.

Contract Management

- The consultant shall work under the direct supervision of the AWVP Project Coordinator.
- Quality assurance and approval of deliverables shall be undertaken by ActionAid International Uganda's Programme and Communications teams.
- ActionAid International Uganda reserves the right to review, approve, reject, or request revisions to any deliverable before final acceptance.

Expression of Interest:

Candidates should submit a detailed Expression of Interest clearly demonstrating their understanding of the assignment, proposed methodology, and risk mitigation strategy. The submission should include relevant credentials, a detailed budget indicating consultancy fees based on daily rates, and all other costs associated with the assignment. Interested consultants or firms are required to submit a technical proposal outlining their approach to the assignment, a company profile and registration documents (where applicable), a detailed financial proposal with a clear cost breakdown, curriculum vitae (CVs) of the lead consultant and any supporting team members, examples and portfolios of at least three similar assignments successfully undertaken, and references from at least three previous clients. Kindly note that ActionAid International Uganda will not be responsible for any costs incurred in the preparation or submission of proposals. Submission of a proposal does not constitute a guarantee of award of the consultancy. Any person who directly or indirectly solicits for financial or other details regarding the assignment shall be automatically disqualified. Interested consultants or firms who meet the above requirements should submit their technical and financial proposals to Procurement.Uganda@actionaid.org.