****

**Terms of Reference (ToR)**

**Documentary Film and Promotion Film**

**on the Access to free legal aid system by the Tajikistan population**

**and the results of the Access to Justice (A2J) Swiss funded project**

**General Information**

**Description:** Production of visual products: a documentary film and a promotion video

**Duty Station:** Dushanbe

**Type of the Contract:** Professional contract (local production/ citizens of Tajikistan)

**Duration:** Three months from the date of the contract signature

**Expected Start Date:** Immediately after the contract is signed

**Expected budget:** maximum 350’000 in Tajik Somoni on the local bank account.

**Background / Rationale**

In 2017 the Government of Tajikistan adopted a Concept “On piloting the state free legal aid”. The Concept envisages the piloting of several legal aid models throughout the country. The models include primary (legal consultations) and secondary (representation of the client in court hearings) legal aid services. Since the beginning of the piloting the primary services were introduced in all 4 oblasts of the country. So far, 48 legal aid centers were opened and are serving the people for free. The secondary legal aid services started only in the end of 2018, and they are functioning mainly in the regions of Dushanbe, Sugd and Khatlon.

The Ministry of Justice is the key responsible agency for the implementation of the Concept. In 2017, the Ministry established a State Agency on Legal Aid Centers (SALAC). This Agency is managing the activities of the state lawyers in various state legal aid centers in the country and it also coordinates the work with the Tajik Union of Lawyers. The Concept also envisaged the gradual handover of the system to the Government of Tajikistan with an increase of Tajikistan’s own financial contribution starting from 2019. Currently the Government of Tajikistan covers 100% of costs of the free legal aid system.

The government of Switzerland has supported the implementation of the Concept Access to Justice Project, which has been running since 2012. The Access to Justice (A2J) funded by Switzerland is implemented by UNDP in consortium with Helvetas Swiss Intercooperation (HSI). Currently the project is in its third phase (Phase I: 2012-2016, Phase 2: 12, 2016 - 11 2020, Phase 3: 2021-2025).

The A2J project provides support to the State Agency of Legal Aid Centers and the Ministry of Justice in establishing and further running of the state system of free legal aid services. Additionally, the project has supported number of Rule of Law Forums - a platform for the open debates on various legal and human rights issues attended by different state agencies, academia and non-governmental organizations and experts. Awareness raising is an essential part of the A2J’s activities with number of campaigns significant for populations’ knowledge on rights and responsibilities. Involvement of the Civil Society as participants of the dialogue as well as part of the public monitoring are good initiatives of the project. At the final stage of the project implementation an ultimate goal is to provide a full fledge handover of the free legal aid system to the Government of Tajikistan with 100% budgetary coverage of all the needs of the FLA system.

**Objective**

The objective of this assignment is to produce two types of visual products: a documentary film (of maximum 20 minutes) and a promotion video (maximum of 5 minutes) on a situation with access to free legal aid in Tajikistan (in general and in different selected regions). The products should also capture an impact of the Swiss funded project and demonstrate further needs in enhancing access of people to free legal aid services.

The produced films will capitalize on the project results and lessons learnt from the Swiss funded initiative. In addition, the visual products will serve for the showcase of the best practices in service provision and the success stories of people. The visual products will be also used as a communication/media product by the Swiss Cooperation Office in Tajikistan.

The primary target audiences for the visual products are:

* Government of Tajikistan
* Government of Switzerland, including Swiss Agency for Development and Cooperation (SDC), wider Swiss audience (Parliament and people of Switzerland)
* Local and international partners
* People of Tajikistan

**Scope of Work**

A potential filmmaker or film production company will have to capture the current situation with access to free legal aid in Tajikistan using innovative tools for promotion video as well as documentary and role-playing methods for the documentary movie. The products should also cover the results of the Swiss funded project on the “Access to Justice (A2J)” and demonstrate an impact of the project on people’s lives through a sample of success stories.

The filmmaker will be given a creative space for enriching his/her work and adding any relevant thematic ideas while developing a movie script or by using innovative/creative technical skills in film making. The filmmaker will be given 3 months to complete the assignment task and to present the final results to the Swiss Cooperation Office in Tajikistan.

The selected filmmaker/or film production company will have to:

Stage 1: Preparation of the movie script:

* Review the objectives of the Swiss funded project on the Access to Justice (A2J) in order to understand the idea of the Swiss intervention and define particularly interesting/important points for a movie script;
* Conduct preliminary/introductory discussion with the respected staff member in the Swiss Cooperation Office in Tajikistan and the project team (UNDP and HIS) in order to discuss an overall videos idea;
* Develop a draft movie script for the documentary and submit it for approval to the Swiss Cooperation Office in Tajikistan;
* Develop a detailed budget for the filmmaking and production and submit it for approval to the Swiss Cooperation Office in Tajikistan.

Stage 2: Film making:

* Organize necessary logistics including filmmaking crew, actors, equipment and start the film making process;
* Travel to maximum 4 selected places for filming; (*Note: all travel and accommodation costs associated with film making should be indicated in the detailed budget.)*
* Produce sufficient video footage for the film documentary of minimum 30 minutes in high resolution;
* Undertake proper film editing, voice overlapping, sound mastering, subtitles editing and film production;
* Develop a poster for the movie to be used on social media platforms or as the announcement poster;
* Upon request of the Swiss Cooperation Office, the filmmaker might be asked to provide additional photo or digital video captures made during the movie making process. (*Note: this requirement should be pre-agreed with the filmmaker in advance)*

**Language**

The documentary will be prepared with Tajik/Russian narration and English subtitles.

**Roles and Responsibilities**

***Filmmaker/Production Company***

* Present and refine methodology for implementing the assignment;
* Submit a realistic timeline and a budget considering the travel time, film making process and the local conditions;
* Produce video products in high resolutions for broadcast and that can be uploaded on various web platforms including but not limited to YouTube.
* Video production: come up with a script, shoot, edit, and produce a high-quality video product
* Music and voiceover: Select appropriate background music and provide a professional voiceover to complement the video content. The Producer/Filmmaker agrees that all music used in the production of the film will be legally sourced, licensed, or created by the Producer, with full adherence to copyright laws.
* All videos will include subtitles, text on screen and translations
* Provide all the raw footage to be stored by the partnership for future use.
* Make logistical arrangements including accommodation, local transport, equipment, communication services and any other needed details for the field travel;
* Handle all editing and professional narration used in the visual products;
* Submit the draft videos to SCO for review and approval;
* Incorporate comments and feedback on the videos and resubmit the videos for final approval.

***SCO Tajikistan***

* Approve final script and video products’ budget;
* Organize initial and successive meetings between the filmmakers and the project team;
* Identify and discuss with the film crew the selected locations, contact list for the meetings and the potential success stories;
* Provide other assistance if necessary to the film crew in accessing project locations and field visits as well as meeting with the state officials or other international agencies;
* Review and approve the work plan, including schedule for filming, timeframe and approach to be used;
* Provide reference materials;
* Provide feedback when and where necessary;
* Review and approve the draft and final production results.

**Expected Outputs**

**Pre-production**

* Movie script with detailed budget;
* Agreed list of visit places and people to meet;
* Pre-mastered documentary movie and other relevant photo and video captures.

**Post-production**

* Final version of the documentary film on external storage devices with all raw footages included;
* At least 5 copies of the movie on DVD with the poster.

**Timeframe**

The assignment is expected to commence immediately after the signature of the contract and will have a total duration of 3 months. Any unjustified delays in film production will not be financially covered by the Swiss Cooperation Office in Tajikistan.

**Intellectual Property**

All information provided in this assignment to the filmmakers (audio, video, digital, project documents, etc.) shall remain the property of the Swiss Cooperation Office in Tajikistan and the Government of Switzerland. The final visual products will not be allowed for any commercial use.

**Budget**

The maximum allowed budget is 350’000 TJS including film crew honorariums, filming costs and travel expenses.

**Minimum Organization and Consultancy Task Force Requirements**

**Minimum professional requirements**

* Demonstrated experience in documentary development *(minimum of 5 years in filmmaking);*
* Demonstrated experience in producing creative and emotionally compelling videos, preferably with a focus on social impact or development-related themes;
* Demonstrated ability in videography and script writing;
* Experience in the usage of video software packages. *Additional skills in animation, infographics, etc. are welcomed;*
* Excellent working knowledge of Tajik, Russian. English language is an advantage;
* Previous experience of working with the international organizations is an advantage.

**Expected competency**

* *Accountability*
* *Planning and Organization*
* *Creativity*
* *Client Orientation*
* *Technological awareness*
* *Timeliness in delivery*