

**Terms of Reference (ToR)**  
**Video Documentation of Cordaid Projects**

**Period:** September 2025 – June 2026

**Location:** Rwanda (Kigali, selected districts in Eastern, Western and Southern Provinces)

**Client:** Cordaid Rwanda

### **1. Background**

Cordaid Rwanda implements transformative, multi-sectoral projects aimed at improving livelihoods, strengthening climate resilience, and promoting inclusive finance. To enhance visibility and document results and impact, Cordaid seeks to produce high-quality audiovisual content covering three key projects.

The videos will serve as communication tools for advocacy, donor engagement, stakeholder outreach, learning, and reporting.

### **2. Projects Covered:**

- Transforming Eastern Province through Adaptation (TREPA)
- Kayonza Irrigation and Integrated Watershed Management Project – Phase 2 (KIIWP-2)
- The Socio-Economic Inclusion of Refugees and Host Communities in Rwanda Project (Jya Mbere)

### **3. Purpose of the Assignment**

To document interventions and their impact in two separate videos per project:

- A short video (maximum 3 minutes) for social media and general overview
- A long video (maximum 7 minutes) for in-depth documentation and presentations

All videos must include subtitles in English or Kinyarwanda, depending on the language spoken in the footage.

### **4. Objectives**

- To visually showcase project achievements, community impact, and success stories
- To produce professional and compelling audiovisual content that aligns with Cordaid branding
- To document the voices of beneficiaries, project staff, and stakeholders in an ethical and inclusive way

### **5. Scope of Work**

#### **Pre-Production**

- Review background project materials
- Develop concepts, storylines, scripts, and production plans in collaboration with Cordaid team
- Coordinate with project teams to schedule interviews and field filming

#### **Production (Filming)**

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- Capture high-quality interviews and b-roll footage on-site
- Ensure informed consent and safeguarding compliance
- Represent diversity (gender, age, refugee/host, groups, cooperatives, financial institutions, etc)

#### **Post-Production**

- Produce one short ( $\leq 3$  min) and one long ( $\leq 7$  min) video per project
- Edit with branding, music, transitions, subtitles, background voice and graphics/infographics where needed
- Deliver subtitled versions: English  $\leftrightarrow$  Kinyarwanda, depending on the interview language
- Submit raw footage and editable project files with the final versions

#### **6. Cordaid responsibilities**

- Availing all documentation and data
- Selecting participants, location, planning and scheduling interviews
- Field transportation (accommodation and meals excluded)
- Timely providing inputs and comments
- Availing of consent forms

#### **7. Deliverables**

<b>Deliverable</b>	<b>Description</b>
Inception Report	After an inception meeting with projects teams, the firm shall provide an inception report detailing creative concept, production schedule, list of interviewees, branding and storytelling approach
3 Short Videos	One short video ( $\leq 3$ min) per project, optimized for social media and donor communication
3 Long Videos	One in-depth video ( $\leq 7$ min) per project with interviews, stories, and project context
Raw Footage	All original footage and photos
Consent Forms	Signed consent for all individuals featured on camera

#### **8. Timeline**

The assignment runs from September 2025 to June 2026. The specific delivery timelines for each project will depend on the project's contextual needs, readiness and field access but will remain within the overall implementation period (September 2025 – June 2026).

A more detailed project-based schedule will be agreed upon with Cordaid during the inception phase.

#### **9. Required Qualifications**

The firm or consultant must demonstrate:

- A strong portfolio in documentary and development-related video production
- Experience working with NGOs, donors, or government institutions
- Excellent storytelling, filming, editing, and subtitling skills
- Capacity to handle production in both English and Kinyarwanda

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- Ability to deliver on tight deadlines with attention to detail
- Professional-grade equipment and editing software
- Commitment to ethical storytelling and informed consent practices
- Previously worked with Cordaid is a plus

## 10. Reporting and Supervision

The video production firm will report to the projects specific teams, with coordination support from Project Managers and MEL Advisors. Cordaid will facilitate access to field locations, project participants, and relevant documentation.

## 11. Payment Terms

Payment will be made in four installments, each linked to the successful submission and approval of final deliverables for each project:

Payment Installment	Trigger
1st Installment	Upon submission and approval of the inception report
2nd Installment	Upon submission and approval of TREPA final short and long videos + referenced photos
3rd Installment	Upon submission and approval of KIIWP-2 final short and long videos + referenced photos
4th Installment	Upon submission and approval of Jya Mbere final short and long videos + referenced photos

Each payment will be processed following validation by Cordaid of the deliverables' quality, accuracy, and branding.

## **12. Submission of Proposals**

Interested firms are invited to submit:

- Technical proposal: max 3 pages
- Financial proposal: all-inclusive
- Portfolio of relevant similar work
- CVs of key personnel
- Registration certificate provided by RDB

**Submission Deadline:** 29 August 2025

**Submit to:** apollinaire.nshimiyyimana@cordaid.org

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