



TERMS OF REFERENCE

Project	Scaling up Equitable Governance in Area-based Conservation (SEGA)
Assignment	Develop a documentary showcasing how the Site-level Assessment of Governance and Equity (SAGE) tool has strengthened governance, accountability, participation and equity within communities.
Location(s)	Mufindi DC, Iringa DC, Liwale DC, and Urambo DC
Derivarable/ Product	SAGE documentary
Contract duration	30 days

1. Background

The Honeyguide Foundation in collaboration with The International Institute of Environment and Development (IIED) is implementing a Scaling up Equitable Governance in Area-based Conservation (SEGA) project in four WMAs, Waga, Mbomipa, Uyumbu and Magingo aimed at strengthening governance, accountability, participation, and equity within communities through the use of the Site-level Assessment of Governance and Equity (SAGE) tool. The SAGE tool supports community engagement, promotes inclusive decision-making, and enhances transparency in governance processes.

2. Purpose of the assignment

The purpose of this consultancy is to produce a compelling documentary that clearly showcasing how the Site-level Assessment of Governance and Equity (SAGE) tool has strengthened governance, accountability, participation and equity within communities.

3. Objectives of the Assignment

The specific objectives of the documentary are:

- **Objective 1:** To provide a clear overview of the SAGE tool and demonstrate how it is implemented across different stages.
- **Objective 2:** To capture evidence-based success stories from partner communities.
- **Objective 3:** To showcase measurable positive changes in governance, accountability, participation, and equity.

4. Scope of Work

The consultant will be responsible for the full cycle of documentary production, including:

a. Pre-production:

- Engage with the project team to understand the SAGE tool, key messages, and expected outputs.
- Review relevant project documents and reports.
- Develop a detailed concept note, storyline, and script outline.
- Prepare a production plan, including shooting schedule and logistics.
- Identify key interviewees in collaboration with the field team (community members, leaders, project staff, stakeholders).
- Develop interview guides and key questions aligned with the objectives.

b. Production phase (fieldwork):

- Conduct field filming in the following locations:
 - Urambo DC (Uyumbu Wildlife Management Area)
 - Iringa (Mbomipa Wildlife Management Area)
 - Mbarali and Mufindi (Waga Management Area)
 - Liwale (Magingo Wildlife Management Area)
- Capture high-quality video footage, including:
 - Interviews with pre-identified stakeholders and additional relevant voices.

- Community interactions and activities demonstrating SAGE implementation.
 - Visual evidence of governance processes and outcomes.
 - Ensure proper audio, lighting, and framing standards.
 - Obtain informed consent from all participants filmed.
- c. Post-production phase:
- Edit and produce a professional documentary (With agreed film duration).
 - Integrate:
 - Narration/voice-over (if required)
 - Subtitles (English and/or local languages as needed)
 - Graphics/animations to explain the SAGE tool
 - Background music (licensed)
 - Ensure the documentary clearly aligns with the three stated objectives.
 - Produce shorter clips (1–3 minutes) for social media use (optional but recommended).
 - Submit drafts for review and incorporate feedback.

5. Deliverables

The consultant is expected to deliver:

- a. Inception report including concept note, storyline, and work plan
- b. Draft documentary for review
- c. Final documentary (high-resolution format)
- d. Short promotional clips (if agreed)
- e. Raw footage and project files (as per agreement)
- f. Final report summarizing the production process

6. Duration of the assignment

The assignment is expected to be completed within **30 days** from the date of contract signing.

7. Reporting and Supervision

The consultant will report to **Fatma Kitine, Governance and Communications Program Coordinator** and work closely with the field team, who will:

- Facilitate access to communities and stakeholders
- Support coordination of interviews and logistics

8. Required qualifications and experience

The consultant/firm should have:

- Proven experience in documentary production, particularly in development or governance-related projects
- Strong storytelling, filming, and editing skills
- Experience working in rural/community settings
- Ability to capture human-interest stories and evidence-based impact
- Technical capacity with professional filming and editing equipment
- Knowledge of ethical storytelling and consent practices

9. Ethical considerations

The consultant should consider the following:

- a. Ensure informed consent from all participants.
- b. Respect community norms and cultural sensitivities.
- c. Protect confidentiality where required
- d. Avoid misrepresentation of participants or project outcomes

10. Payment terms

Payment will be made based on agreed milestones, for example:

Instalment	Percentage
1st Installment	30% upon approval of the inception report
2nd Installment	40% upon submission of the draft documentary
3rd Installment	30% upon approval of final outputs

11. Application requirements

Interested consultants/firms should submit:

- Technical proposal (approach, methodology, timeline)
- Portfolio of previous similar work (with links)
- Financial proposal (detailed budget)
- CVs of key team members

12. Ownership and copyrights

All produced materials, including raw footage and final outputs, will remain the property of **The Honeyguide Foundation**.

How to bid

The tender bidding documents should be submitted at: jobs@honeyguide.org by 10 March 2026, and the opening of all bids will be at 10:30 am. Tender bidders are welcome for the tender opening. All documents should be addressed to:

**Chief Operations Officer,
The Honeyguide Foundation,
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