



TERMS OF REFERENCE FOR A FILM-MAKING CONSULTANT

I. Background

The African Centre for Justice and Peace Studies (ACJPS) is a non-profit, non-governmental organization working to monitor and promote respect for human rights and legal reform in Sudan. ACJPS is dedicated to creating a Sudan committed to all human rights, the rule of law, and peace, in which the rights and freedoms of the individual are honored and where all persons and groups are granted their rights to non-discrimination, equality, and justice.

In July 2024, ACJPS received funding from DT Global to implement a project entitled “*Promoting accountability for human rights violations in the Darfur region through documentation of evidence-based information and advocacy, Sudan since 15 April 2023*”. The project was developed to promote accountability for human rights crimes in the Darfur region through documentation of evidence-based information and advocacy. Therefore, through accurate documentation of evidence of atrocities committed in Darfur, we hope to increase the availability of information that can be used for future legal processes, including international criminal justice, universal jurisdiction prosecutions, international fact-finding missions, and strategic human rights litigation. By engaging regional and international policy-makers, ACJPS will prioritize advocacy for accountability for violations committed.

One of the activities to achieve the above objectives is the production of four documentary films on human rights violations in Sudan. ACJPS will undertake a comprehensive initiative to capture the raw realities of the humanitarian crisis in Sudan. This activity aims to provide first-hand accounts of individuals affected by human rights violations, including victims of violence, displacement, and deprivation.

The local filmmaker will transform these interviews and footage into compelling short films that vividly depict the human rights situation in Sudan. The films will emphasize the human impact of conflict, highlighting the urgent need for action to address the crisis. The documentary films will serve as powerful advocacy tools, providing tangible evidence of human rights crimes to be showcased on social media, the ACJPS website, and at side events during the African Commission on Human and Peoples' Rights sessions and the UN Human Rights Council's sessions. These screenings will offer policymakers, civil society representatives, and international stakeholders an unfiltered glimpse into the realities faced by Sudanese civilians, fostering empathy and galvanizing support for meaningful interventions. By leveraging the emotional resonance of visual storytelling, ACJPS aims to amplify the voices of those affected by the crisis and catalyze collective action to uphold human rights and restore peace in Sudan.

In this regard, we are seeking the services of filmmakers to document the ongoing human rights violations in Sudan. Documentations will take place in Sudan, Kampala, and Chad.

II. Objectives The objective for conducting the documentary is as follows:



- Document the ongoing impact of the war on the human rights violations in Sudan.
- To amplify the voices of victims of human rights violations for accountability.
- To tell the story of how human life has been affected since the war erupted on 15th April 2023.
- To show evidence of violations of human rights for accountability purposes.

III. Description of assignment/task

1. Documentation and Filming: Visit victims of human rights violations in Sudan, Chad, Uganda, and other neighboring countries to document the violations that have taken place against them. Capture interviews, testimonials, and stories of victims of human rights violations, community leaders, and other stakeholders.
2. Filming and Production: Film and produce a high-quality documentary in line with the agreed-upon storyboard and script. Ensure that the documentary includes relevant visuals, interviews, and narratives that highlight the impact of the war on civilians in Sudan.
3. Editing and Post-Production: Edit and post-produce the documentary, including the incorporation of any necessary subtitles or translations. Add music, graphics, and animations as needed to enhance the visual and emotional appeal of the documentary.
4. The documentary should have an appropriate duration of not more than that effectively conveys the objective while maintaining viewer engagement.
5. Share drafts of the documentary with ACJPS for feedback and revisions as necessary and make any requested adjustments to the documentary based on ACJPS' feedback.
6. Final Deliverables: Provide the final edited documentary in suitable formats for both online and offline use. The offline will be delivered in a flash disk.
7. TimeLine: Develop a clear timeline for the assignment, specifying key milestones and deadlines for each phase of the documentary production within 15 working days.

IV. Copyright and Intellectual Property Rights:

The consultant may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce, or disseminate such works without prior consent from the ACJPS. The consultant will also transfer all rights, including intellectual property rights, of the documentary to ACJPS upon completion.

IV. Confidentiality

The consultant is responsible for maintaining the confidentiality of ACJPS documents that are shared with her/him during the assignment and must not refer to those documents and information in any other task. The consultant must also ensure the confidentiality of beneficiaries at all times.

V. Timing

The assignment is expected to take six months starting **from 1 August 2024**. This period includes contracting, consultations/meetings with the project team, editing, and submission of the documentaries. It also includes weekends.

VI. Consultancy fees



The consultancy fee is competitive.

VII. Reporting

The consultant will work closely with and report to the Director of Monitoring and Documentation. However, the Human Resources and Senior Program Officer will provide oversight to the retainer’s work.

VIII. Qualifications:

- Must have more than 5 years of proven experience in film production.
- Extensive experience in producing human rights work-related documentaries for organizations to reach out to both local and international audiences.
- Excellent technical capacities (Full High-Definition video) to ensure high-quality production.

IX. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
<p>Technical Proposal:</p> <ul style="list-style-type: none"> • Demonstrated the capacity to carry out the assignments. (15 points) • Evidence of customer/client satisfaction in terms of documentary (35 points) • Understanding of the ToR and delivery approach & technical plan (30 points) • The quality of work and previous experience (20 points) 	

X. Submission of proposals

Interested consultants should submit:



- A proposal and a letter of availability and an explanation of how their professional experience matches the skills and qualifications listed. The proposal should demonstrate sound knowledge, technical skills, and capability as required by the nature of the work and understanding of the requisite tasks outlined in the terms of reference;
- Submit CV of Consultant;
- Samples of similar previous work and testimonies;
- Technical work plan
- Financial plan (budget)
- At least two positive references/recommendations from past employers must be submitted.

All proposals must be submitted to recruitment@acjps.org with the subject line “Film-making Consultant” by **31 July 2024**.