



## 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 February 2025, ACJPS received funding to implement a project titled ***“Increased Advocacy for Ending Human Trafficking and Smuggling in Sudan through Documentation”***. The project aims to document and highlight the experiences of survivors of human trafficking and smuggling in Sudan, particularly in the context of the ongoing conflict. By accurately documenting incidents, we hope to increase the availability of information on the two crimes to raise awareness, inform evidence-based interventions, and advocate for accountability. We will also utilize the evidence for future legal processes, including international criminal justice, universal jurisdiction prosecutions, international fact-finding missions, and strategic human rights litigation and systemic change at both local and international levels.

One of the activities to achieve the above objectives is the production of two documentary films on human trafficking and smuggling of Sudanese Sudan and neighboring countries. ACJPS will undertake a comprehensive initiative to capture the raw realities of this crisis through interviews and short video clips.

This activity aims to provide first-hand accounts of trafficking and smuggling, where survivors share their ordeals of abduction, captivity and release.

With regards to the aforementioned, ACJPS would like to engage a filmmaker or a film making institution to conduct interviews with survivors and witnesses of human trafficking across Sudan and neighboring countries. These interviews will be complimented with on-the-ground footage and documentation, providing a comprehensive account of the dire circumstances endured by the victims of the two crimes.

The filmmakers will transform these interviews and footage into compelling short films that vividly depict the human rights situation. The films will also emphasize other human rights violations that the victims of human trafficking and smuggling are subjected to, including sexual violence, forced labor, forced recruitment into the armed conflict, and enforced disappearances, among others. 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 victims, 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 two crimes and catalyze collective action to uphold human rights in Sudan.

## **II. Objectives**

The primary objective of producing the documentary films is to:

- Capture incidents (evidence) of human trafficking and the smuggling of Sudanese individuals in the context of the ongoing armed conflict
- Amplify the voices of victims of trafficking for accountability and redress.

## **III. Description of assignment/task**

1. Documentation and Filming: Safely visit or contact Sudanese victims of human trafficking and smuggling to record their experiences of abduction, captivity, and release or escape, as well as other human rights violations they have endured. Capture interviews, testimonials, and stories of the victims, their families and other witnesses of the crimes.
2. Draft Production: Produce a high-quality documentary based on the agreed-upon storyboard and script. Ensure that the documentary includes relevant visuals, interviews, and narratives that highlight human trafficking and smuggling of Sudanese in the context of the ongoing armed conflict.
3. Editing: Edit the draft documentary, to include subtitles or translations (from Arabic to English). Add music and graphics as needed to enhance its visual and emotional appeal.
4. Voiceover and Narration: Provide voiceover or narration clearly and engagingly to complement the visual content.
5. Duration: Ensuring the documentary has an appropriate duration that effectively conveys its objective while maintaining viewer engagement.
6. Share drafts of the documentary with ACJPS for feedback and revisions as necessary, and based on ACJPS' feedback, make any requested adjustments to the documentary.
7. Final Deliverables: Submit the final edited documentary in appropriate formats for both online and offline distribution. The offline version will be provided on a flash drive. This includes a shorter five (5) minutes promotional version of the documentary for advocacy purposes.

## **IV. Copyright and Intellectual Property Rights**

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

## **V. Confidentiality**

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

## VI. Timing

The assignment is anticipated to take four months beginning from the date of execution of the agreement between ACJPS and the consultant. This timeframe encompasses contracting, consultations and meetings with the project team, the editing, and submission of the documentaries. The first documentary film **must be delivered two months** after the consultant's engagement, followed by the second film at the conclusion of the consultancy.

## VII. Consultancy fees

The consultancy fee is competitive.

## VIII. Reporting

The consultant will work closely with and report to the Sudan Project Manager. However, the Senior Program Officer and Executive Director will also oversee the retainer's work.

## IX. Qualifications:

Must have:

- More than 5 years of proven experience in film production.
- Extensive experience in producing documentaries related to trafficking, smuggling, and human rights violations, particularly in the context of armed conflict, to engage both local and international audiences.
- Outstanding technical capacities (Full HD video) to ensure high-quality production.

## X. Proposal Evaluation Criteria

| Key Areas for Proposal Evaluation   | Weightage    |
|---|--------------|
| Technical Proposal:   |              |
| • Understanding of the ToR and delivery approach  | (30 points)  |
| • Demonstrated at least five years of expert experience in film production.                   | (20 points)  |
| • Demonstrated the capacity to carry out the assignments.                                     | (30 points)  |
| • Evidence of customer/client satisfaction in terms of documentary services provided in past. | (20 points)  |
| Total   | (100 points) |

## **XI. Submission of proposals**

Interested applicants should submit:

- A proposal and cover letter outlining how their professional experience aligns with the required skills and qualifications. The proposal should showcase a solid understanding of the TORs, technical skills, and capabilities essential for the job and an awareness of the necessary tasks detailed in the terms of reference.
- Eligible firms should submit their organizational profile and CVs of Consultant(s).
- At least two positive references or recommendations from former employers must be submitted.

All proposals must be submitted to [recruitment@acjps.org](mailto:recruitment@acjps.org) by **April, 6<sup>th</sup> 2025**, with the subject line “Film-making Consultant”.