



CALL FOR PROPOSAL TO CONDUCT DOCUMENTARY ON ARFH-LOPIN 1 PROJECT ACTIVITIES

1.0 Introduction

The Association for Reproductive and Family Health (ARFH) is a leading indigenous not-for-profit, non-governmental organization established in Nigeria in 1989 in response to the health and social needs of the disadvantaged groups in rural and urban communities.

ARFH is currently implementing a 5- year (2014- 2019) USAID supported family-centered **Local Partners for Orphans and Vulnerable Children (LOPIN) Project** in Region 1 (ARFH-LOPIN 1 Project), covering Akwa Ibom, Lagos and Rivers States.

The project aims at providing and expanding access to sustainable care and support services to 300,000 Orphans and Vulnerable Children (OVC) and 60,000 households over 5 years. The support services are in the areas of health, education, psychosocial, nutrition, shelter, protection and economic strengthening of the households of the orphans and vulnerable children, through increased access to gender sensitive integrated services. The households with improved wellbeing are graduated responsibly, based on the achievement of graduation benchmarks. However, some may be transitioned to other implementing partners or government, in the course of the project tenure, as may be directed by the USAID.

2.0 Justification

The ARFH-LOPIN 1 Project has successfully graduated all the enrolled households in Badagry and Ojo LGAs of Lagos State. The legacies and investments of the Project in the areas of Block grant interventions, HES (including VSLAs and Communal Business) and System Strengthening are still being monitored for good performance and sustainability in these two LGAs. Recently, for equitable distribution of targets, the USAID directed that ARFH should transition beneficiaries in nine LGAs to other implementing partners, because the carrying capacity of ARFH was over 200,000 Beneficiaries (Active and Graduated). This informed the current OVC Transition. The essence of the Documentary is to capture and consolidate on the investments of USAID, through ARFH, prior to the transition of beneficiaries to other implementing partners (IPs). The new IPs will build on the achievements of ARFH, to further graduate eligible households.

3.0 Focal Local Government Areas

3.1 Akwa Ibom State

- ❖ Essien Udim
- ❖ Etinam
- ❖ Oron
- ❖ Uruan.

3.2 Lagos State.

- ❖ Apapa
- ❖ Kosofe

3.3 Rivers State

- ❖ Eleme
- ❖ Obio-Akpor
- ❖ Okrika
- ❖ Port Harcourt

ARFH is hereby inviting proposals from reputable organizations for consideration and subsequent engagement of eligible consultancy firm, for the conduct of this Documentary.

4.0 Areas of focus for the Documentary

The documentary is expected to showcase activities conducted and services (integrated) provided to project beneficiaries across ten (10) LGAs, transitioned to other Implementing Partners in the three states. The documentary is expected to be structured in line with international standards on documentary production, highlighting interventions to vulnerable children and their households living within communities, taking into cognizance the unique model of family centered approach and community involvement in programming for OVC.

Some of the areas expected to be highlighted strongly in this documentary include:

1. Service delivery to project beneficiaries across the 10 transitioned LGAs.
2. Coverage of routine project activities like Caregivers' fora, Kids club activities, Adolescent girls' and boys' group meetings, village savings and loans association meetings, VSLA share out activities, households economic strengthening activities (distribution of items to beneficiaries), public private partnerships, etc.
3. Advocacies and partnerships with States, LGAs and Community actors.
4. Structures established to sustain project achievements i.e. child protection committees and networks, LGA technical working groups (TWG), quality improvement teams (QIT), State steering and technical working group.
5. Block grant model of intervention in the LGAs.
6. The integrated Conditional Cash Transfer (CCT) and Community Based Health Insurance Scheme (CBHIS) Model, for Most Vulnerable Households.
7. Documentation of feedback from Pupils, Teachers and Parents trained on interventions pertaining to Gender within the HIV/AIDS context.
8. Graduation efforts and random monitoring of HES Beneficiaries.
9. Emergency Health/Nutrition and Education Support
10. ECCDE/Vocational Education efforts.

5.0 Proposed Methodology for the Documentary

A mix-method approach will be used to gather relevant and appropriate information that will assist in the production of a consolidated master tape and a concise 10 minutes documentary. These methodologies will include; desk-top reviews (program reports), Key Informant Interviews, focus group discussions, photo

shoots, video documentaries, and any other methodologies proposed by the Consultant and approved by Director of Program.

6.0 Scope of assignment

The successful Consultancy Firm, will work with the Director of Programs, the Knowledge Management/Communications Officer, State Program Advisor in Lagos and the State Program Coordinators in Akwa Ibom and Rivers States. ARFH/LOPIN-REGION 1 project will be responsible for the following:

- Articulate and share with the Consultant program reports for desk review.
- Engage stakeholders in the assessment process
- Participate actively during the field activities in gathering information and moderating activities
- Review first draft of documentary
- Mobilize funds for airing documentary on Television station(s).

The Consultant will work with the State program teams to identify beneficiaries who will participate in Key Informant Interviews, focus group discussions, photo shoots and video documentaries,

7.0 Duration & Deadlines

The duration of the contract will be a total period of 20 working days starting from 20th **May, 2019**, with approximately 10 working days on the field, and 10 days for editing and production which will be spread out until Second week in **June 2019**.

- The Consultant will be expected to submit a draft work plan/itinerary prior to commencement of the work.
- First production of documentary delivered within the first three weeks of consultancy.
- Oral presentation to ARFH-LOPIN 1 Management team by the Consultant.
- Final documentary delivered by **14th June, 2019**.

Proposal must be accompanied by the following: –

1. Profile of the organization including management team, registered address, phone number(s), facsimile number and web address
2. Certified true copies of the following:
 - a. Memorandum and Articles of Association of the organization (where applicable);
 - b. Tax Clearance Certificate for the past three years
 - c. Evidence of V.A.T Registration of the organization

3. Other Pre-qualification details required:

- a. Names and Curriculum vitae of Team Leader and senior professional staff proposed for the assignment, including corresponding qualifications and individual experience in similar assignments,
- b. Evidence of technical competence and relevant experience in similar assignments,
- c. Verifiable reference list of similar organizations where such consultancy has been done,
- d. Detailed description of your understanding of the scope of work and proposed modifications (if any)
- e. Methodology, approach and work plan for achieving the tasks specified in the scope of work,
- f. Any other information which may be considered to be relevant to the evaluation of your proposal for pre-qualification.

The Proposal cost quotation must be explicit and reasonable whilst the project will offer a commensurate payment package. ARFH will provide intra city road transportation within the Project States while Flights to and from Project States should form integral part of the consultancy costs.

NB: In line with the Nigeria Tax Law, ARFH will deduct 5% Withholding Tax from your Consultancy fee and will be remitted into your Tax TIN account through the Federal Inland Revenue Services (FIRS)

Kindly send your proposal on or before **10th May, 2019** to: **programs@arfh-ng.org** or as a mail package and addressed to:

Chief of Party, LOPIN 1 Project

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