

## **TERMS OF REFERENCE**

### **Development of a short-animated video on promotion of SDG 16.10.2 in Rwanda**

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#### **1. Introduction**

In responding to the UNESCO request for proposal to implement a project within its Communication and Information sectors framework on building knowledge societies, to ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements, it is seeking the services of a lead agency for the coordination of the project: **“Development of a short animated video on promotion of Sustainable Development Goal 16.10.2. in Rwanda”**,

The SDG indicator 16.10.2 is critical for: an enabling environment for investigative journalism; media to effectively monitor and hold government to account; the public to be informed about decisions affecting their lives.

It is against this background that Rwanda Media Commission (RMC) is pleased to support this intervention.

#### **2. Activities:**

- Production of two animated videos (2 minutes' maximum) that capture steps for accessing information from public authorities as a right guaranteed by the Rwandan Laws as well as SDG 16.10.2 that is monitored in Rwanda;
- The videos will be produced in two languages, English and Kinyarwanda. One video will be in Kinyarwanda with English sub-titles and the second video will be in English with Kinyarwanda sub-titles;
- Submission of final report; and any additional assignments that RMC may wish to undertake for the success of this project.

#### **3. Duration**

The whole assignment is expected to have been completed within 15 days, with effect from the signatory of the contract.

#### **4. Skills and qualifications required**

- The expert should have proven experience in Kinyarwanda writing and translation;
- Proven knowledge in producing public service announcement audio and audio visual materials;
- Demonstrated technical capacity of producing the required deliverables, including writing scripts, directing, editing, high quality printing and finishing
- Able to work with different media houses is an advantage
- Able to produce high quality audio-visual animations
- Experience in English writing (since the work will entail making subtitles)
- Excellent ability to meet deadlines.

#### **5. Submission of requirements**

All interested individuals should submit the following documents:

- A Technical Proposal: Letter of Interest, stating why you consider yourself suitable for the assignment
- Brief methodology on the approach and implementation of the assignment
- Completion certificates or work references, contact details (telephone and e-mail addresses) of referees (firms for whom you have produced similar assignments)
- Relevant qualifications and experience;
- Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

#### **6. Application process**

Interested producers should submit the above outlined credentials addressed to the Executive Secretary, and should be emailed to [rwandarmc@gmail.com](mailto:rwandarmc@gmail.com).

The deadline for application for this assignment is **16<sup>th</sup> March 2021 by 05:00 PM**

**Emmanuel MUGISHA**

**Executive Secretary**

