



Terms of Reference for Content and Video & Photo Portfolio

Location: Kenya - Nairobi, Kitui, Siaya and Nyamira Counties

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

Building around a new CHAMPS (**CH**ildren **And** **M**other **P**artnership**S**) model, CMMB will work at both the community and clinical levels in these targeted communities to strengthen health services and address the leading causes of maternal and child death. In addition, CMMB will expand its volunteer program to strengthen health care delivery in CHAMPS-supported facilities and will engage with the pharmaceutical industry to help meet the needs of CHAMPS communities and facilities.

CMMB is committed to learning and evolving in order to successfully achieve impact in its strategy and will have strong vertical and horizontal team structures in alignment to the global strategy in order to encourage accountability, communication, and effective project management.

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Background

CMMB, is an international NGO, founded in 1912 with presence in over 44 countries and country offices in 5 countries namely South Sudan, Zambia, Haiti, Peru and Kenya. The primary focus of the organization is on working collaboratively with governments to provide quality health care programs and services, without discrimination, to people in need, with a vision of a world in which every human life is valued and quality healthcare is available to all.

In Kenya, CMMB has maintained operations in 5 counties namely; Nairobi, Siaya, Nyamira, Kisumu and Kitui.

Scope of Work

CMMB Kenya invites bids from competent firms or individual consultants to submit their Expression of Interest for consultancy services to provide photography/videography services to visually document CMMB Kenya's projects in Nairobi, Kitui, Siaya and Nyamira Counties.



The consultant will assist the organisation to document its various projects activities and success stories through videography and photography. Besides forming form part of CMMB Kenya's video and photo portfolio, the promo videos, case studies/success stories, and pictures from this assignment will be used to showcase CMMB's work among Kenyan communities to improve the lives of vulnerable women and children as well as their families

Under the supervision of the Country Director, the consultant will be required to;

- Capture high resolution images and videos of CMMB's project activities in various parts of the country to provide context and impact of CMMB programming in Kenya.
- Caption each photograph with specific details such as the location taken, name of the person (for portraits), activity and any other relevant information.
- Provide CMMB with at least 1000 high quality photographs on 2CD-roms from all the projects. The copy right for all these photographs remains with CMMB.
- Document Case studies and human-interest stories that capture the impact of CMMB's programming as shall be guided by the program teams.
- With additional write up from the program team, develop a photo bulletin to depict the various program areas of CMMB's programming in Kenya
- Documenting partnership with government and NGO partners.
- Narratives of context within which CMMB works.
- Documenting the impact of collaboration of CMMB, HF and the impact on women and Children.
- Documenting the work of CHVs and CHEWs as well as the inter-sectoral collaboration and achievements.
- Produce program specific video clips illustrating areas of focus; CHAMPS, GF HIV, GF Malaria.

Skills, experience and qualifications required

- You have five years progressive experience with similar assignments in a development or humanitarian context
- You have extensive experience in producing development work related documentaries for international organizations with the aim of reaching both local and international audiences
- Your experience in development communication will be an added advantage
- You are available and have willingness to travel to the rural areas. 90% of the assignment will be based in the field.
- You can work in close coordination with other team members.
- Your Possession of a degree or diploma or training in photo journalism will be an added advantage.
- You have excellent technical capacities (state of art filming equipment preferably High Definition) to ensure high quality production.
- You have excellent writing skill with previous experience in documenting human interest and development work

Assignment Duration and Reporting



The task is expected to be completed within **twenty-two working (22) days, inclusive of field visits and editing**, from the date of signing of the contract. All travel and accommodation within the said counties will be covered by CMMB, whereas meal expenses will be covered by the consultant. The consultant will take full responsibility for the technical part of the video and photo production including the shooting and conducting of interviews and sourcing of royalty-free music to accompany the video, if needed. The consultant, therefore, is required to prepare and submit the entire plan in a way that allows the achievement of all deliverables within **14 working days period**.

The consultancy will be managed administratively by the Country Director on behalf of CMMB Kenya. Direct day to day supervision of the consultancy will be under the Project Managers; while working collaboratively with other CMMB Kenya Staff in Nairobi, Kitui, Siaya and Nyamira. All reports and other communications will be addressed to the Country Director or as otherwise agreed between the Consultant and CMMB.

Submission of Bids

Interested consultants should submit:

- (a) The Financial and Technical Proposal containing the final and all-inclusive consultancy fee (lump sum fee) and a breakdown of expenses (unit price together with any other expenses) related to the assignment
- (b) Their CVs indicating current and previous experience relevant to this assignment
- (c) Work references - contact details (e-mail addresses and phone numbers) of referees for 3 assignments in the past 2 years
- (d) (c) A short (max 2 pages) concept note outlining the approach to the task including an indicative work plan covering the 4 project sites (Nyamira, Siaya, Kitui and Nairobi)

A soft copy of the application should be sent to jwambui@cmmb.org or deliver hard copies to CMMB office at Jumuia Place, Lenana road-Nairobi by 1700 hours on or before 20th June 2019.

Please note: The Technical and Financial proposals must each be placed in a separate envelope but both envelopes submitted together in a single large envelope clearly marked with the subject of this consultancy as per details provided in the advert.

Payment Terms

CMMB Country Office shall provide necessary support to the consultant to execute the assignment during the two weeks period of the consultancy. The support includes:

- 20% payment upon submission of accepted draft
- 80% payment upon submission of final outputs, incorporating suggestions and recommendations from CMMB.

Confidentiality

It is expected that the selected individual will uphold professionalism, ethical values and norms while maintaining the highest level of confidentiality to the information provided before, during and after the completion of the assignment.