



## **Terms of reference for Documentary (Videography & Photography Service Provision)**

### **LNOB PHASE 4 SMALL GRANT**

#### **1. INTRODUCTION**

##### **About Association of Refugees with Disability (ARD)**

Association of Refugees with Disability (ARD) is a Refugee Led organization of persons with disabilities in Uganda that supports and enables refugees with disabilities from diverse nationalities to participate in and benefit from all humanitarian assistance. Established in 2019 by refugees with disabilities, ARD is dedicated to promoting and safeguarding the rights of refugees with disabilities. It ensures a continuous exchange of information and coordinates activities undertaken by refugees in general.

Currently, ARD is actively engaged and operational in six refugee settlements in Uganda, namely Nakivale in Isingiro district, Kyangwali in Homia district, Kyaka II in Kyegegwa district, Rwamwanja in Kamwenge district, Kiryandongo in Kiryandongo district, and Maaji in Adjumani district advocating for the rights of persons with disability through community engagement. The organization's enduring vision is to foster a respected and dignified community of empowered refugees with disabilities actively participating in decision-making processes.

For further information about the association: <https://ardofuganda.org/wp/>

#### **2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION**

##### **Background/ rationale**

LNOB (Leave No One Behind) PHASE 4 is a two-year project from 2025 to 2026.

The project aims to enable the uptake of IASC guidelines on Disability Inclusion for lasting Impact through Side Scaling and localization.

The LNOB Phase 4 project includes a small grant designed to strengthen the technical, organizational and coordination capacities of OPDs to meaningfully participate in humanitarian systems and responses. The grant will support OPDs to implement targeted activities that promote Disability-Inclusive humanitarian action in line with the IASC guidelines on Disability Inclusion but also support in building capacity, foster sustainability and enable OPDs engagements with humanitarian coordination structures at local and national levels. It is against this that ARD as a selected OPD to implement targeted activities which include



Producing a documentary highlighting the general situation of refugees with disabilities in Kyaka II Refugee settlement.

**The documentary will serve as a key advocacy and visibility tool to raise awareness of the realities and capacities of refugees with disabilities and promote inclusive humanitarian practices.**

**Expected output of the Service Provision:**

The service provider will be expected to produce, although not limited to, the following products:

**Videography & photography**

Using quality video and photography equipment, the service provider will develop

- An 8-minute refugees with disabilities in Kyaka II Refugee Settlement.
- A 8-minute documentary highlighting the lives, resilience, and challenges of refugees with disabilities in Kyaka II refugee settlement including their livelihoods, protection and daily life experiences.
- The raw footage of the videos captured
- High-quality 20 portrait photos of key beneficiaries and stakeholders interviewed
- The photo bank of all photos collected from the field
- Selection of clips and editing done together with the Executive Director- ARD
- Providing English subtitles for the interviewee and voiceovers (to be edited by ARD/ HI before final production), as well as sign language interpretation.
- Include appropriate background music (royalty-free music)
- Do Audio repair of the selected clips (remove wind, external noise, etc.)
- Audio design + mix stereo 2.0
- Do Color correction and matching
- Ensure branding of ARD and Donors, and consortium members at the beginning and at the end of the video

**Target group:**

The following are most likely to be in direct or indirect contact with the documented videos and photography.



- **ARD/HI actual donors (institutional and private), current and possible future HI donors/supporters:** the video will be used to show ARD's activities in LNOB project, and related innovative approaches during fundraising events, meetings with donors, etc., and on ARD international websites, YouTube, twitters, etc.
- **International media promoting innovative approaches to development/emergency through architecture:**  
the video will be shared to enhance advocacy for protection, livelihood, food, wash in humanitarian nexus. The video clip will be shared on various platforms as deemed necessary by the ARD/HI-Regional Programme Director. The videos will also be used to enlighten stakeholders involved in humanitarian and development interventions about the general situation of refugees with disabilities are facing due to massive reduced funding and rations to promote a voice for Disability inclusion.

#### **The process to be followed to undertake the required service:**

The following steps show the process of the required service:

- 1) As a first step, the preparatory meeting will be conducted to ensure a good understanding between the Executive Director- ARD, HI project manager- LNOB, Technical Specialist to support in field and the service provider team on objectives, possibilities, limits, and expectations.
- 2) The service provider's team will conduct field visits to document the stories concerning the general situation of refugees with disabilities/ caretakers, the team will be supported by ARD/ HI staff to reach the homes of the beneficiaries. In addition, the team will conduct interviews with the targeted beneficiaries at the house of the beneficiaries alongside ARD project staff. The team will seek consent from the beneficiaries or target persons before any interview or documentation with the support of ARD project staff. **The field visit shall be done in the week of 3<sup>rd</sup> – 8<sup>th</sup> November 2025.**
- 3) Then, the service provider team will submit a draft video and photos to the ARD- Executive Director and HI – project manager LNOB) to provide initial inputs within one week after the field visit: **Draft submission 10<sup>th</sup> – 14<sup>th</sup> November 2025**
- 4) In the post-production phase, the service provider will edit and consolidate all the materials to produce the videos and photos based on feedback from review and share back to HI by Review and feedback **14<sup>th</sup> – 19<sup>th</sup> November 2025**
- 5) The service provider will develop the final draft upon ARD's and HI's review and then submit the final soft copy of the videos and photos to ARD: Final submission **21<sup>st</sup> November 2025.**



6) The steps mentioned above will be implemented under the overall guidance, support, and supervision of the ARD- Executive Director.

### 3. SERVICE DURATION AND LOCATION

- The duration of this assignment is three weeks expected to start on **3<sup>rd</sup> November 2025 and ending on 21st November 2025** .
- During this period, the service provider is expected to visit Kyaka II Refugee settlement which is the project area and visit all planned locations, beneficiaries and stakeholders as detailed above

### 4. EXPECTED DELIVERABLES

- 1. Video Deliverables:** 8-minute documentary (with subtitles and sign language), raw footage
- 2. 20** High-quality photos.
- 3. Photography Deliverables:** 20 high-resolution photos and a full photo bank
- 4. Submission Format:** Memory stick and download link

The Project officer is the direct supervisor and person responsible for this service provision. He will coordinate with the service provider on a detailed work plan.

The final products as per the above expected deliverables should be submitted after a systematic process of drafting, reviewing, editing and validation.

These should be submitted on a memory stick and a link, the memory stick will be hand delivered to the Executive Director and the link will be shared on the following email addresses

To: [muombajames@arduganda.org](mailto:muombajames@arduganda.org) (Executive Director- ARD)

Cc: [vic.alochi@hi.org](mailto:vic.alochi@hi.org) ( HI project manager- LNOB) [ma.goux@hi.org](mailto:ma.goux@hi.org) (IHA Specialist) and [u.tumwine@hi.org](mailto:u.tumwine@hi.org) (Head of Programmes)

### 5. Expertise required

- Experience working on humanitarian or disability-related projects is an asset.
- Have a good experience in producing a documentary, short videos, and photos.
- Able to produce high-quality broadcast videos and professional photos on tight deadlines.



- At least 3 years of professional experience in documentary production and editing.
- Ability to include English language subtitling.
- Proven experience in social media tools.
- Proven ability to meet deadlines.
- Ability to travel to the field.

#### **Technical requirements:**

- Broadcast quality full HD video
- Professional sound recording
- HD web files as final products
- HD DVD as final products

#### **6. Application procedures**

Candidates should submit the following information within their application before 22<sup>nd</sup> /10/2025.

List of items to be included in the submission);

- ✓ Financial Proposal that includes all professional fees, accommodation, transport, allowances, and any means cost of the activities (to also include 18% VAT and 6% WHT)
- ✓ Technical proposal with Activities Timeframe to meet the requirements
- ✓ Evidence of the previous similar or related work done (and reference letter, if any)
- ✓ Company Profile / Individual Freelance Worker CV
- ✓ Documents proving registration and any other documents certifying to the regularity of the company or his/her activity
- ✓ TIN Certificate
- ✓ Proof of personal health/hospital insurance
- ✓ Identification documents (Passport/ID)
- ✓ Deadline for submission: 24th October 2025, 5:00 PM EAT.

**The Proposal should be submitted to the following email: [info@ardofuganda.org](mailto:info@ardofuganda.org) copy in [samanthasimbi@arduganda.org](mailto:samanthasimbi@arduganda.org) & [muombajames@ardofuganda.org](mailto:muombajames@ardofuganda.org) ,**

**Including the email subject" Application – Videography and Photography Service Provision (LNOB Documentary)".**



Activity manager (who is responsible for the activity?)	Budget manager (who is the budget holder?)
Ssekandi James	Abau Rejoice
14 <sup>th</sup> /10/2025	14 <sup>th</sup> /10/2025
Technical Specialist (who is responsible for the technical quality?)	Operations Manager (who is checking for possible coordination within mission?)
	Muombamungu James
14 <sup>th</sup> /10/2025	14 <sup>th</sup> /10/2025