



**TERMS OF REFERENCE FOR A CONSULTANCY TO DOCUMENT INNOVATIVE CASES  
BY KISUMU COUNTY CSOS ON LOCALLY LED ADAPTATION AND CLIMATE RISK  
MANAGEMENT BEST PRACTICES.  
REF: (SUSWATCH/BCORT/2024)**

**1. Brief About Suswatch Kenya**

Sustainable Environmental Development Watch (Suswatch Kenya) is a registered Non-Governmental Organization in Kenya since March 2011. It is a network composed of Civil Society Organizations engaged in varied thematic issues contributing towards sustainable development. Prior to its official registration Suswatch has been operating since 2002 as a loose network of civil society organizations. It draws its membership from various institutions spread across the country. It is a member of the East Africa Sustainability Watch (EA Suswatch) which was formed in 2005 and comprises of networks of NGOs from Kenya, Uganda and Tanzania. It is also a member of the East Africa Chapter of the International Network for Sustainable Energy (INFORSE) which is headquartered in Aarhus, Denmark.

More: [www.suswatchkenya.org](http://www.suswatchkenya.org)

**2. Building Community Resilience Through Transparent County Climate Finance (BCORT) project**

The Building Community Resilience Through Transparent County Climate Finance (BCORT) project is a 7 month project running from December 2023-June 2024. The project is being implemented by Suswatch Kenya and supported by Christian Aid (CA) Kenya.

The project seeks to ensure effectiveness of climate finance within Kisumu County in shaping locally led climate actions to reduce vulnerability to climate change and enhance community resilience. This is achieved through empowering the local communities through the ward climate change planning committees (WCCPC) to identify initiatives that best fit the needs of the wards as well as oversee the implementation of proposed projects. This will contribute to strong community members involvement of youth, women and men in the planning and prioritization of climate funds, design and implementation of interventions. Ultimately, the communities will be able to create, access and use climate finance from varied sources in order to reduce their vulnerability and build their resilience to climate change.

The project strengthens capacity of right holders as well as hold multistakeholder policy dialogue workshops between CSOs and county government officials over the formulation and implementation of county level climate change policy frameworks to deliver climate finance noting possible gaps and overlaps for consideration. In addition, the project rallies Kisumu County CSOs to work closely together with the Kisumu County government to ensure transparency and accountability of climate funds. This is done through media engagement, CSOs convenings, trainings, conducting social accountability using Climate Finance scorecard, holding strategic dialogues with relevant government institutions and knowledge and experience sharing on locally led climate adaptation and climate risk management practices and community climate adaptation planning in selected wards.

**Project goal:** To enhance the effectiveness of climate finance in Kisumu County so as to reduce climate vulnerability and strengthen community resilience to climate change.

**Project specific objectives**

1. To strengthen the capacity of local communities through the operating CBOs and established Ward Climate Change Planning Committees (WCCPC) to contribute to effective planning, programming, implementation and monitoring of climate change finance mechanisms and county level policy frameworks.

2. To train vulnerable communities in selected wards (Railways, Migosi, Market Milimani and Nyalenda B) in Kisumu County on the development of Ward Climate Adaptation Plans (WCAPs) to enhance locally led adaptation actions.
3. To enhance knowledge and understanding of CSOs on climate finance, locally led climate adaptation and resilience building

### 3. Background and purpose of the consultancy

The overall objective of the assignment is to conduct a video documentary and photography on innovative cases by CSOs on locally led adaptation and climate risk management best practices. As part of the deliverables, the consultant will be required to conduct the pre-production and post-production exercise of developing the documentary as well as take photos during the field visits for the photo journal.

### 4. Scope and Task of Consultancy:

The consultant will be required to:

- Visit ten (10) CBO sites within Kisumu City (five (5) women & five (5) men)
- Capture stories of the interventions (best practices) undertaken by the Kisumu County CSOs on locally led adaptation and climate risk management best practices
- Create a documentary with English subtitles.
- Take pictures of the CBOs' locally led adaptation best practices and their impacts on the ecosystem and on people's livelihoods
- Create a photo journal on CBO's locally led adaptation best practices.

The consultant takes full responsibility for the technical part of the video production including the shooting, filming, script development and sourcing of royalty-free music to accompany the video, if needed.

### 5. Expected Deliverables

The consultant will be expected to produce a documentary-style film on locally led adaptation and climate risk management best practices

- ❖ Submit Kisumu County CBOs video documentary Length: 10-15 minutes, to be undertaken for 1 minute (1 min) for each of the ten CBOs.
- ❖ Submit a photo journal capturing the best practices on locally led climate adaptation and climate risk management of the CBOs.
- ❖ **Format:** YouTube video format and compatibility
- ❖ **Content:** Interviews with men and women CBOs, five men and five women (CBOs), Suswatch-Kenya program implementing staffs.
- ❖ **Script:** the development is done in collaboration with Suswatch-Kenya
- ❖ **Field:** field costs will be catered for in the consultancy.
- ❖ Submit the edited documentary through email and USB Flash in HD MP4 formats.

### 6. Management

The consultant will be directly supervised by the BCORT project coordinator/Officer.

### 7. Copyright

All materials arising out of the consultancy shall remain the property of Suswatch-Kenya.

### 8. Timelines

- ❖ The consultancy will run for a period of 7 working days, starting from 29<sup>th</sup> February to 8<sup>th</sup> March 2024. A detailed timeline, work plan and draft outline should be submitted within two(2) days after award.
- ❖ The rough cut of every documentary phase should be provided to Suswatch-Kenya for review, comments, and approval.
- ❖ The final product e.g. the documentary as well as all the raw footage and project files, photos should be delivered to Suswatch-Kenya no later than the agreed date after the completion of the assignment.

## 9. Consultancy timeline

The consultancy will run for a period of 5 working days, starting from 27th to 31st January 2023

## 10. Qualifications and attributes required

Individuals interested in this assignment must meet the following minimum requirements:

- ❖ Bachelor's Degree in Journalism, Media Studies, or a related field.
- ❖ At least three (3) years of professional experience in videography/ video editing.
- ❖ Demonstrated experience of the conception, production and editing of video documentaries.
- ❖ Ability to operate under strict timelines and apply high production and technical standards to maintain a high level of professionalism
- ❖ Demonstrated ability to interact with community organizations, and government effectively
- ❖ officials, corporate executives, general public and staff;
- ❖ A track record of successful materials filmed on similar topics is an added advantage.

## 11. Submission and Expression of Interest-EOI

The consultant meeting the above requirements should submit an Expression of Interest-EOI (Five pages maximum) which should include the following:

- i. A Submit one document not exceeding 5 pages as a single attachment covering both technical and financial aspects and a detailed shooting schedule, camera model (s) you will use, at least three professional referees and at least 2 links to previous work done.
- ii. A **capability statement or cover letter**, including a commitment on availability for the entire assignment.
- iii. An updated Curriculum Vitae of the consultant(s) who will undertake the work
- iv. A **financial proposal** inclusive of 5% withholding tax, indicating the consultant's fees in consideration of a modest budget available.
- v. A sample of previous similar assignments.

The expression of interest should be submitted via email to [suswatchkenya@gmail.com](mailto:suswatchkenya@gmail.com) and copied To [wendymitoko2@gmail.com](mailto:wendymitoko2@gmail.com) and [nobnyandire05@yahoo.com](mailto:nobnyandire05@yahoo.com) by close of business **26<sup>th</sup> Feb 2024**.

**The subject line should read:**

**EOI: CONSULTANCY FOR PRODUCTION OF VIDEO DOCUMENTARY AND PHOTOS ON KISUMU COUNTY CSOs LOCALLY LED ADAPTATION AND CLIMATE RISK MANAGEMENT BEST PRACTICES.**

*For any clarifications, please contact the aforementioned, only shortlisted candidates will be contacted.*

