REPUBLIC OF UGANDA
MINISTRY OF WATER AND ENVIRONMENT

PROVISION OF DOCUMENTARY PRODUCTION SERVICES – CBIT UGANDA

Terms of Reference (ToR)

SEPTEMBER 9, 2025

AFRICA INNOVATIONS INSTITUTE (AFRII)

Plot 1544, Koire Close, Off Old Kiira Road, Bukoto, Kampala

Table of Contents

Consultancy service: Provision of Documentary Production services – CBIT Uganda.

Project: Capacity Building Initiative for Transparency – Uganda Phase II (CBIT II)

Procuring Entity: Africa Innovations Institute (AfrII), on behalf of the Ministry of Water and Environment – Climate Change Department (MWE-CCD), with Conservation International (CI-GEF) as the GEF Implementing Agency.

Procurement Method: Request for Quotations (RFQ)

Contract Type: Framework Agreement with call-off assignments

Duration: Framework through 30 April 2027; **First call-off:** September 2025 (for CBIT I and CBIT II inception).

1   Introduction

The Ministry of Water & Environment (MWE), in partnership with Conservation International (CI) and the Africa Innovations Institute (AfrII), is implementing the Global Environment Facility (GEF) funded Capacity Building Initiative for Transparency Uganda, Phase II (CBIT II) project. Building on the achievements of CBIT I, the project strengthens national systems, institutional coordination, and technical capacity to meet the Paris Agreement's Enhanced Transparency Framework (ETF) including improved data generation, management, reporting, and inclusive learning across priority sectors.

As part of CBIT II's learning and knowledge-sharing mandate, AfrII seeks to produce a flagship documentary that captures Uganda's transparency journey highlighting lessons from CBIT I, ongoing CBIT II interventions, and voices from government, development partners, academia, private sector, and Civil Society Organisations.

The assignment will be delivered in **two phases:**
Phase 1: CBIT I coverage immediate production to document CBIT I lessons and prepare deliverables by 5 November 2025.
Phase 2: CBIT II coverage: subsequent call-offs to document CBIT II activities through April 2027 (short films, event highlight reels, training capsules, social teasers).

2   Background to the assignment

Uganda's documentary sits within the Paris Agreement's Enhanced Transparency Framework (ETF), which requires Parties to report on climate action and support through standardised biennial transparency reports, with flexibility according to capacity. To support these obligations, the Global Environment Facility (GEF) established the Capacity-building Initiative for Transparency (CBIT) to finance

institutional and technical capacity for inventories, tracking implementation, and reporting.

CBIT I (2018–2020) laid the groundwork by strengthening coordination and formalising data-sharing for greenhouse-gas (GHG) inventories across key ministries. Outputs included inter-ministerial MoUs, guidance on GHG data sharing, and a capacity-development plan for robust MRV (measurement, reporting, verification) systems aligned to NDC reporting.

CBIT II (2024–2028) builds directly on these gains of CBIT I. Implemented by MWE-CCD with AfrII and funded by the GEF through CI, the project strengthens institutional arrangements for data collection and processing, enhances GHG inventory compilation, and supports ETF-compliant reporting.

2.1   About the assignment (documentary)

The documentary will:
1. Synthesise lessons from CBIT I and document CBIT II implementation, showing how Uganda is organising institutions, improving data systems, and preparing ETF-compliant reporting, thereby building mutual trust and confidence consistent with the ETF purpose.
2. Reach diverse audiences (policy leaders, sector focal points, partners, and the public) via a 30-minute master film and derivative cuts (15-minute, 3–5-minute, 60–90-second) suitable for events, training, and social media.
3. Adhere to professional and ethical production standards, including:
   • informed consent and safeguarding (especially where children or vulnerable groups appear);
   • accessibility for digital distribution (captions/subtitles and, where feasible, audio description); and
   • audio delivery consistent with broadcast norms (EBU R128/ITU-R BS.1770) to ensure consistent dialogue intelligibility across platforms.

Positioned this way, the film is both a record of Uganda's transparency journey and a practical tool for capacity-building, stakeholder engagement, and international showcasing (e.g., UNFCCC COP), complementing CBIT II's technical outputs and institutional reforms.

3   Objectives

1. Plan, film, and edit a 30-minute documentary aligned to an approved concept and interview guide, plus derivative cuts (15-minute, 3–5-minute, 60–90-second).
2. Produce broadcast-quality outputs suitable for international audiences and national/regional knowledge sharing across TV and digital platforms.

3. Support subsequent call-offs through 2027 to document CBIT II activities (short films, event highlight reels, training capsules, social teasers), ensuring consistent look-and-feel and efficient reuse of assets.

4　Scope of Work

Geography & modality: Production will occur in Kampala and selected field locations in Uganda. Online/remote interviews will be organized for CI-GEF Nairobi and other off-site contributors.

4.1　Pre-production

Task	Key activities	Outputs / Evidence
Inception & workplan	Kick-off with AfrII/MWE-CCD/CI-GEF; validate storyline and message architecture; confirm interview list, schedule, and shot-list; approve risk, consent, and safeguarding plan.	Inception package: approved workplan; interview & location schedule; risk/consent/safeguarding plan; style sample.
Editorial research & scripting	Align to the approved concept; refine interview guide and question sets; develop look-and-feel guide (lower-thirds, graphics, maps/infographics); identify locations and b-roll.	Interview guide & question sets; script outline; look-and-feel bible; shot list; location & b-roll list.
Logistics	Permits/location permissions; transport & accommodation; venue bookings; equipment plan; detailed field schedule with contingencies.	Permits/permissions; travel & accommodation plan; equipment list; approved field schedule with contingency plan.
Remote interview set-up	Configure Zoom/Teams for off-site contributors; define capture protocols; provide remote recording guidance/kits; run tech tests.	Tested remote set-up; capture SOP; booking log; test recordings with QC notes.

4.2　Production (filming)

Task	Key activities	Outputs / Evidence
Locations	Ministerial/agency offices (MWE-CCD) in Kampala; sector institutions; selected field sites (e.g., MAAIF, NEMA, MEMD, MTIC, MGLSD, MoWT etc). Coordinate access windows and security/health protocols.	Confirmed location list; access permissions/permits; location, contact sheet; production schedule with travel plan.
Interview	Policy leadership; project	Confirmed interview roster

categories & modes	leads/technical teams; implementing agency (CI-GEF, online-Nairobi); sector focal points; gender/CSO stakeholders; youth/community voices; academia/research; private sector (in-person/online as relevant).	with mode per interview; booking calendar; interview briefs; consent templates prepared.
Interview runtime	45–60 min per principal interview; 5–15 min vox-pops/short stakeholder clips; buffer for set-up/room tone and resets.	Daily shoot schedule with time blocks; interview time logs; coverage checklist (A-roll/B-roll).
Filming days (first call-off)	8–10 days total including field travel; subject to final schedule approval; crew call times and transport logistics defined.	Approved production schedule; call sheets; risk/contingency notes.
B-roll	Platform walk-throughs/demos; trainings/workshops; field activities; data visualisations; ambient sound and establishing shots.	B-roll shot list; capture log with descriptions/timecodes; ambient SFX beds; stills shortlist.
Consent & releases	Written consent for all on-camera participants; apply child-safeguarding where relevant; brief contributors on purpose and usage.	Signed consent/release forms; safeguarding checklist; incident register (if any).

4.3   Post-production

Task	Key activities	Outputs / Evidence
Editing	Assembly → fine cut → final cut per approved structure; integrate motion graphics/animated infographics, maps, and approved lower-thirds; refine narrative pacing; agree picture-lock.	Rough/fine/final cuts; edit decision list (EDL); picture-lock memo; client sign-off record.
Voiceover & music	Cast/record professional VO; select and license music/SFX; balance mix with separated stems for future re-versioning.	VO scripts & recordings; music/SFX licences & EULAs; audio stems; mix notes.
Subtitles/captions	Prepare English (.SRT) and optional Luganda; QA timing/line breaks; produce open-captioned renders for social; accessibility checks.	.SRT files; caption QC log; open-caption renders; accessibility checklist.
Colour & audio	Colour grade; ensure legal levels	Grade references/LUTs;

mastering	and tone-mapping; loudness normalisation to EBU R128 / ITU-R BS.1770-3; final technical QC.	audio QC sheet with LUFS/LRA; final QC report.
Versioning	Deliver 30-min master, 15-min cut, 3–5-min shorts, 60–90-sec teasers; prepare 16:9, 1:1, 9:16 variants; generate poster frames.	Mezzanine masters (ProRes/DNxHR); web MP4s; aspect-ratio variants; key art/poster frames.
Transcripts & stills	Generate time-coded transcripts; export ≥20 edited stills for press/social with captions and credits.	Time-coded transcripts; stills folder with captions/credits; usage sheet.
Archival package	Compile text-free clean master; organise project files (timelines, graphics, fonts); include licence documentation; structure media library with metadata.	Archive manifest; clean master; project folders; licence & EULA pack; delivery checklist.

5   Deliverables and Technical Specifications

5.1   Deliverables (first call-off)

1. Inception package (workplan; interview/location schedule; risk/consent plan; style sample).
2. Draft scripts/interview guides.
3. Rough cut (30') with notes log.
4. Final masters: 30', 15', 3–5', 60–90s; captioned and web-optimised versions.
5. English (.SRT) subtitles and Spanish (.SRT).
6. Time-coded transcripts; ≥ 20 edited stills.
7. Archival & project files and asset inventory.

5.2   Minimum technical quality

Parameter	Specification	Notes
Acquisition	4:2:2, 10-bit, 4K (3840×2160) preferred; high-end 1080p acceptable for select B-roll	Maintain stable exposure and white balance; minimise rolling-shutter/judder; use matching picture profiles across cameras.
Delivery masters	ProRes 422 or DNxHR HQ at 1080p25/30 or 2160p25/30	Mezzanine masters suitable for broadcast and large-venue playback.
Web versions	H.264 MP4, 15–50 Mbps (16:9) plus vertical 9:16 where applicable	Provide platform-ready variants (event, web, social); include poster frames.

Audio	WAV 48 kHz / 24-bit, stereo; peaks ≤ 1 dBFS; web loudness 16 to 14 LUFS (or EBU R128 for broadcast)	Deliver separate stems (VO/M&E) for future re-versioning; ensure clean room tone.
Graphics	Vector lower-thirds and animated infographics; legible on mobile	Follow approved brand/look-and-feel; safe-title/action guides applied.

5.3 Editorial & technical acceptance criteria

1. Stable colour; no banding/macro-blocking; clean sync sound; no clipping or background hum.
2. Subtitles accurate, legible, and time-synced; open-captioned versions for social.
3. Storyline adheres to the approved concept and interview guide; balanced representation of sectors/stakeholders; all consent forms on file.
4. QC sheet shows zero critical and ≤ 3 minor notes outstanding at final delivery.
5. Deliverables pass AfrII/MWE-CCD/CI-GEF technical checklist and play flawlessly on specified COP venue screens and standard laptops/projectors.

6 Phasing, Schedule and Milestones

6.1 Phase 1: CBIT I (by 5 November 2025)

Milestone	Due (EAT)	Deliverable	Payment %
Contracting & inception	By 19 Sept 2025	Inception package approved	30
Editorial & rough cut	By 1 Oct 2025	Rough cut (30') & notes log approved	40
Final delivery	By 27 Oct 2025	Masters, captions, stills, archival package accepted	30

6.2 Phase 2: CBIT II (2025–2027, rolling call-offs)

Aspect	Details
Modality	AfrII will issue call-off orders for specific activities. Each call-off will define scope, locations, deliverables, dates, and payment schedule (aligned to Section 14).
Indicative production windows	Q4 2025: COP30 side-event coverage and recap teasers (as applicable).2026 (Q1–Q4): sector stories and training capsules; event highlight reels per activity calendar. 2027 (Q1–Q2): wrap-up short films and/or a compilation piece (if requested).
Turnarounds &	As per Section 15 (framework service levels and typical lead

SLAs	times).
Acceptance	Each call-off adopts the technical/editorial standards in Section 5 and the approvals flow in Section 8.

7 Team Composition and Qualifications (Minimum)

7.1 Organisational (Consultant/Firm) Qualifications

1. Minimum 5 years producing documentary and factual content for climate, environment, governance or international development programmes, including work with government and/or multilateral partners.
2. At least two (2) completed assignments of comparable scope and scale within the last five years; at least one (1) delivered in Uganda or East Africa. Provide portfolio links and client references.
3. Demonstrated ability to translate climate transparency/ETF, GHG inventories, MRV/NDC topics into compelling narratives for policy and public audiences (evidence through previous films or commissioned explainers).
4. Proven delivery to broadcast/donor standards and large-venue screenings (e.g., COP side events or national TV/digital campaigns), including captioned masters and press assets.
5. Documented workflows for online interviews (Zoom/Teams) with broadcast-quality capture, stable sync sound, and secure 3-2-1 data backup practices.
6. Experience producing captioned/subtitled outputs compliant with accessibility best practice; robust informed-consent and child-safeguarding procedures.
7. Uganda registration, valid TIN/tax-compliance evidence, and relevant equipment/public-liability insurance.

7.2 Key Personnel Qualifications

1. Director/Producer (Lead): 5+ years; ≥2 documentaries or knowledge films in climate governance/transparency, environment, or public policy; strong editorial leadership and stakeholder interviewing.
2. Director of Photography: 3+ years; multi-camera and field production; low-light/indoor government settings and outdoor field sites; drone certification where applicable.
3. Location mixing; clean lav/boom capture; dual-system workflows; noise-mitigation in offices and field.
4. Advanced documentary editing; data/infographic animation; colour-managed pipeline; delivery of captioned masters.
5. Broadcast-standard finishing; loudness normalisation to EBU R128/ITU-R BS.1770; dialogue clarity and noise reduction.
6. Permits, schedules, logistics, consents, and risk management; ability to coordinate parallel in-person and remote shoots.

7. Experience with accessibility workflows and time-coded transcripts; proficiency in .SRT creation and QA.

Required: CVs (max 3 pages each), short bios in the technical proposal, 3–5 portfolio links, and two (2) client referees with contact details. Named personnel should be available for the assignment; substitutions require prior written approval.

8 Ethics, Safeguarding, and Data Protection

1. Informed consent for all participants; additional safeguards where minors are involved.
2. Do-no-harm, gender equality, disability inclusion, and respectful portrayal.
3. Data protection: Secure storage and encrypted transfer; delivery of raw and project files to AfrII; vendor to purge local copies within 30 days of acceptance unless otherwise agreed.
4. Compliance: Adherence to AfrII, MWE-CCD, and CI-GEF policies on prohibited practices and integrity.

9 Eligibility and Compliance

1. Uganda-registered entity/consortium; certificate of registration/incorporation.
2. Valid Tax Identification and evidence of tax compliance.
3. Relevant insurance (equipment and public liability).
4. At least two (2) client references for similar assignments.
5. No-conflict-of-interest declaration; acceptance of AfrII procurement terms.

10 Proposal Submission Requirements

a) Technical Proposal (PDF, max 20 pages)
1. Company profile; relevant experience and 2–3 portfolio links.
2. Understanding of assignment; methodology and workplan (incl. remote-interview plan for Nairobi).
3. Team composition with CVs and roles; key equipment list.
4. Risk management, safeguarding, and consent approach.

b) Financial Proposal (PDF)
1. Itemised budget in UGX (pre-prod/filming/post; equipment; travel; per diems; subtitles; graphics; VO; music licensing).
2. Framework rate card for future call-offs.
3. Proposed payment schedule aligned to Section 6.

c) Compliance Documents
1. Registration, tax compliance, insurance, conflict-of-interest declaration.
2. Signed acceptance of this ToR and AfrII procurement terms.

11 Evaluation and Award

Criterion	Points
Responsiveness & understanding of scope; suitability of methodology/workplan	20
Bidder's past performance and relevance of portfolio	25
Qualifications and availability of proposed personnel	20
Technical quality assurance (capture, post, accessibility, safeguarding)	10
Cost realism and value for money; clarity of itemisation & rate card	25
Total	**100**

AfrII may seek clarifications and negotiate minor adjustments before award. The top-ranked offer by combined score will be recommended for the framework agreement.

12 Framework Operation and Service Levels

1. Call-offs will be Issued by AfrII with specific scopes, dates, and deliverables.
2. Response time: acknowledge within 1 business day; draft plan within 3 business days.
3. Typical lead times will include short film 10–15 production days; highlight reel 2–5 days; training capsule 3–7 days; social teaser 1–3 days.
4. Maintain a style/brand bible, approved music beds, and a consistent graphics package.
5. Maintain a tagged media library (raw, selects, b-roll) with searchable metadata; periodic archival drops to the AfrII repository; rights/consents register updated per shoot.
6. Content report summarising outputs, basic performance metrics, and recommendations.

13 Submission and Enquiries

Item	Details
Deadline	19th September, 2025 at 4:00 PM EAT
Email (Submissions)	procurement@afrii.org
CC	info@afrii.org and cbit.mwe@afrii.org
Subject line	RFQ – Documentary Production services – CBIT Uganda (CBIT II)
Address (hard copies in sealed envelope)	Plot 1544, Koire Close, Off Old Kiira Road, Bukoto, Kampala
Contact for clarifications	+256768229363 or +256782922077
Clarification window	Questions accepted up to 2 working days before the deadline.

14 Annexes (to be provided by Client)

1. Annex A: Concept, narrative structure, interview guide, and stakeholder list.
2. Annex B: Visual identity and branding assets (logos, lower-thirds, color palette).
3. Annex C: Consent & release forms; location permission templates.

15 Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes, but is not limited to, price quotations, cost proposals, and technical proposals.

16 Gender consideration

Africa Innovations Institute is an inclusive, non-discriminative institution committed to gender equality and promoting inclusivity. Women and women-led teams are encouraged to apply.

17 Prohibited practices and institutional policies

Offerors should ensure that they comply with AfrII, CCD-MWE, and CI-GEF policies on anti-corruption, anti-terrorism, and other prohibited practices (see: https://www.conservation.org/docs/default-source/gef-documents/prohibited-practices.pdf?sfvrsn=f1e1d9f3_0).

End of ToR