

# Terms of Reference

<b>Theme</b>	Land Governance Documentary for Land for Life Sierra Leone
<b>Address</b>	10 Nylender Street, Aberdeen, Freetown
<b>Sector</b>	Communications
<b>Purpose</b>	A professional videographer to produce a documentary on our work and the prevailing land governance context in Sierra Leone
<b>Date:</b>	Start Date: Field Visit: 6th November, 2023 <b>End Date:</b> 16 <sup>th</sup> November, 2023 Editing and Presentation of Complete output: Friday, 05 <sup>st</sup> December, 2023

## 1. Preamble

The physical size of available land endowed to mankind has ever been fixed since creation, but the demand for a parcel of the same land for various economic activities is increasing exponentially, especially in many African countries where the notion exists that land is still available in abundance and not in proper use.

Whereas land ownership in Sierra Leone remains legally conflicting, contention over certain portions of land between land-based investments on the one hand, and community land owners on the other hand, continues to rise. Many known and unknown factors are responsible for this, but many publications have mentioned tenure insecurity, ownership, food insecurity, tenure rights and other issues. In all of these, women are the most deprived and therefore the most affected.

Whereas these realities are indisputable, the Government and its partners – UN Agencies, INGOs, NNGOs and CSOs – have demonstrated a tireless commitment to various actions that can bring sanity into land governance, land use and land administration in Sierra Leone. There is a National land Policy formulated in 2015, a Voluntary Guidelines on Responsible Governance of Tenure of Rights of Land, Forestry and Marine Habitat (VGGT).

In September 2023, the Parliament of Sierra Leone enacted the Customary Land Rights and Land Commission Acts. Before the enactment of the laws, there were various levels of consultation – ranging from national to subnational levels, as well as specific sector engagements. Last year, as a way to demonstrate commitment to the process, the president appointed the Commissioner General, which was approved by the parliament of Sierra Leone.

Since the enactment of the land laws, several actions and commitments have been made by CSOs and the government to ensure that the new land laws are popularised among customary people and other non-state actors at the national and sub-national levels.

## **2. About Land for Life Initiative**

The Land for Life Initiative is a joint endeavour of civil society partners in four African countries (Burkina Faso, Ethiopia, Liberia and Sierra Leone), supported by the German NGO Welthungerhilfe (WHH), the Civil Society Academy (CSA) and the German Ministry for Economic Cooperation and Development (BMZ).

The Initiative aims to contribute to the formulation and implementation of policies on land governance and agricultural investments that are consistent with international standards and in particular the human right to adequate food. Given the complexity and high relevance of land tenure and agricultural investments in the fight against hunger and poverty, it is vital to establish processes and platforms that bring together all relevant stakeholders. The Initiative thus promotes multi-actor dialogue and collaboration; fostering notably the meaningful participation of local communities and their representatives. It is linked to processes and organizations in other African countries where similar dialogue processes are being facilitated

In Sierra Leone, we are now working with four legally established non-profit national civil society organizations partnering as a Consortium to roll out the Land for Life Initiative. The Network Movement for Justice and Development (NMJD) is acting as Consortium Lead. The other organizations are: the United for the Protection of Human Rights (UPHR) in Port-Loko, the Partners Initiative for Conflict Transformation (PICOT) in Pujehun and Forum for Human Rights and Developments in Tonkolili district.

These four national civil society organizations have interlacing organizational mandates and thematic focuses that are contextually relevant to the campaign for responsible land governance reform in the country. Especially the coordinating organization – NMJD; but also, the other organizations, have experiences in contributing to policy reform and engaging communities on human right issues, including land governance and people's right to adequate food through responsible Land-based investment.

NMJD also hosts the Secretariat headed by a Coordinator, supported by M&E/Communication officer. The Secretariat provides administrative support to the Consortium partners, each focusing their intervention in one district of the country.

The Land for Life-Initiative in Sierra Leone is supported through an international team, composed of Welthungerhilfe staff based in Germany and trainers from the Civil Society Academy. The international support team also facilitates learning and exchange across countries and organizations. At country level, NMJD's Executive Director acts as the National Convener of the civil society Consortium and works closely with Welthungerhilfe's Country Directors to provide leadership for the Initiative.

## **3. Rationale of work**

We estimate the visibility of our work and the issues we are contributing to address to a very high esteem. Therefore, we desire the public learn about our work through all available media. We have so far engaged in various ways to increase our visibility – physically through signposts, flyers and billboards, and electronically through web blogs and electronic publications.

But we are not complacent. We still want to use other available media to increase our visibility and spread the news about the land governance context of Sierra Leone and our

work so far. Thus the videographer will be in all four of Land for Life operational districts to gather contents that will inform the documentary.

#### 4. Objective and Outputs

The overall object of this Memorandum is to formally engage the service of a professional videographer for the production of a documentary on the current land governance context in Sierra Leone that explores issues relating to land use, land rights, conflict management, gender, environment and other socioeconomic activities conducted on land.

The work should achieve the following outputs:

- i. Interview with national level relevant stakeholders whose work relates to land governance and food security issues – this includes land administration, food supply chain (production, marketing and consumption);
- ii. Interview with subnational stakeholders whose work relates to land governance and food security issues;
- iii. Interview with local authorities and traditional leaders who have a stake in land governance and food security issues at local level;
- iv. Interview with land users – including land-based investment entities – whose views and concerns are relevant in land governance;
- v. Expository interview with rural land owners and middle-level land users, especially poor rural women and youth, who have burning issues and would want the media to cover so that they get redress to their contention with either their community leaders or investment entities.

#### 5. Key Deliverables

For the successful completion of the action, the following must be delivered:

- i. A full version of a clearly narrated video documentary of HD quality, length anywhere between 25 to 30 minutes, but segmented so that each segment covers a land governance issue – **1. Large-scale land accusation, 2. Customary land Right; 3. Women’s Land Right, 4. Food Security, 5. Youth and Employment, 6. Environmental issues and Climate Change. 6. The new land laws**
- ii. Six (6) sub-files of trailer/segmented versions of the full documentary for web publication;
- iii. Extract short videos from the full documentary for social media use
- iv. High quality attractive consented photos of unusual sights, that were captured during the field visit;
- v. Drone view of footage of cultivated vegetation on land in the Land for Life four operational districts; (to be embedded into the documentary package)

#### 6. Responsibilities

Responsibilities shall be shared between Land for Life and the Service Provider, as detailed below:

## **7. 7.1. Responsibility of Land for Life**

- i. Provides ALL the necessary resources required for the Service Provider to accomplish this action;
- ii. Provides administrative support to the Service Provider – this includes provision of relevant documents needed to accomplish the action;
- iii. Supervises both field and non-field activities throughout the process;
- iv. Lead Service Provider to the field where subnational and community-level interviews are to be conducted;
- v. Provides Service Provider with a list of names and contacts of national-level relevant stakeholders to be interviewed;
- vi. (ONLY) At the subnational level, prepare stakeholders and community representatives for interview;
- vii. Where expressed and agreed by both parties in the Service contract as part of the supports required, Land for Life shall provide a vehicle to facilitate movement to the field and within Freetown specifically for the purpose of interviews and follow-up visits;

## **7.2. Responsibilities of Service Provider**

- i. Two personnel are exclusively required to carry out this task (camera operator and interviewer)
- ii. Service Provide shall provide a high-quality HD video camera and drone camera suitable to be used under all weather and everywhere;
- iii. Conduct various levels of interview with identified stakeholders whose work relates to land governance and food systems;
- iv. Crew be technically capable of capturing photos and video footage of interviews and vast land areas;
- v. (ONLY) at the national level shall contact stakeholders on the list of interviewees provided by Land for Life, and fix appointments for interviews
- vi. Edits and narrates video footage to produce a documentary of HD resolution and professional standard;
- vii. Capable of traveling into remote communities, and sometimes doing so without vehicles, just to get the most desired footage on camera;
- viii. Be willing to stay off urban facility for a period of 10 days;
- ix. Be able to abide by community development principles, especially that which protects, uphold and guarantee the rights of the community development partners, and doing so without causing any physical, emotional or socio-cultural harm to them;

## **8. Mode of payment;**

- a. A 5.5% WHT Tax will be deducted from the total contract value;
- b. The first payment of 40% will be paid upon signing contract;
- c. The final 30% payment will be paid upon submission of first approved draft
- d. (Note, draft shall be perused by both LfL local team and the internal Coms team, before certification of work)

- e. A final payment of 30% will be made upon submission of final documentary
- f. In a situation where work is not completed to the satisfaction of Land for Life or its partner, and the Service Provider is not cooperating to make the necessary amendments, land for Life will request a refund in full of any advance payment made to the Service Provider.

## **9. Miscellaneous – Conflict resolution, termination and waiver of claim of insurance.**

This understanding is agreed upon and signed by both parties with the following conditions:

- i. That, both parties are committed to a productive engagement that will be devoid of any conflict;
- ii. That, in case any conflict arises, both parties agree to use dialogue as first channel to resolve such conflict, and where this fails, a trusted independent person shall be called to arbitrate;
- iii. That, both parties agree to not resort to any court actions except there is evidence of blatant negligence, action or inaction that resulted to a serious economic or reputational damage to the other party;
- iv. This, is a short term contract, either parties can decline at any point, but with a minimum of 5 days notices before the next line of action and the party declining from the contract shall do so for a valid reason, otherwise be willing to refund
- v. This is a short-term contract, therefore all rights to claim of benefits to insurance compensation for or any form of remittance outside the stipulated budget, are hereby waived by both parties;

## **10. Required Qualifications and Experience of the Consultancy firm/individual**

(a) Must have more than 3 year's proven experience in documentary production.

(b) Extensive experience in producing development work related documentaries for organizations with the aim of reaching out to both local and international audiences;

(c) Excellent technical capacities (Full high-definition video) to ensure high-quality production.

(d) Must be tax compliant

(e) Accurate current addresses i.e. physical, postal, telephone and email

(f) Additional experience in development communication will be an added advantage.

## **11. Application procedure**

Applicants are required to submit the following:

(a) A technical proposal: Letter of Interest, stating why you consider yourself/your firm suitable for the assignment

- (b) Firm/company profile on handling related assignment
- (c) Personal CVs for individual consultants highlighting qualifications and experience
- (d) Contact details of referees which shall be organizations for whom you have produced films or documentaries
- (e) Financial proposal indicating consultancy fee and a breakdown of expenses (unit price) together with any other expenses) related to the assignment.
- (f) Both technical and financial proposals shall not exceed 3 pages

Land for Life shall accept ONLY email applications. Applications shall be submitted not later than 16<sup>th</sup> October, 2023. Applications should be addressed to the National Coordinator, Land for Life Initiative Sierra Leone, 10 Nylender Street, off Cape Road, Aberdeen- Freetown.

[info@landforlife.org.sl](mailto:info@landforlife.org.sl) with subject line **LfL-SL VIDEO DOCUMENTARY 2023**.