

# **Terms Of Reference for Consultancy to Undertake the Phased Documentation Of *‘Early Warning Early Action, Strengthening Multi-Hazard Disaster Preparedness in the Mt Elgon Subregion Project***

## **Background of Oxfam in Uganda**

Oxfam is a global movement for change that empowers people to create a secure future, just and free from poverty. We believe everyone has a right to safety, security, a livelihood, and a say in decisions that affect them. We seek a world in which everyone can speak up to power, demand and claim their human rights, and build a better future for themselves. We recognize that we cannot achieve this on our own but as a collective power. Therefore, we work in partnership with local and grass-roots organizations, civil society, individuals, volunteers, the private sector, and the Government.

Our Vision is Uganda free of inequality and Injustice: A society where people, particularly women and young people, claim and exercise their rights and responsibilities and influence decisions that affect their lives. Our work is guided by the [Country Strategic Framework \(CSF\)](#) (2021-2030), which is organized around four themes: Governance and Accountability, Resilient Livelihoods, Humanitarian preparedness and response, and Gender Justice and Women's Rights. All the themes work towards influencing policy and practice, youth and women empowerment, inclusive participation in decision-making at various levels, and capacity strengthening of national and local actors.

## **About the Project**

With funding from the European Commission Humanitarian Aid (ECHO), Oxfam in consortium with Caritas Tororo and Uganda Redcross Society (URCS) are implementing the Early Warning Early Action, Strengthening Multi-Hazard Disaster Preparedness in Mt Elgon Subregion project. The project is aimed at enhancing community resilience to shocks and stresses in Mt. Elgon sub-region through effective and participatory multi-hazard anticipatory action (AA) and preparedness measures. The project will further support vulnerable households, communities, and institutions at the local level to develop and implement appropriate anticipatory action and preparedness measures and enhance linkages between local and national policy, and practice for disaster risk reduction (DRR), including climate change adaptation (CCA).

The 2-year project, which will be implemented across seven districts (Bududa, Namisindwa, Sironko, Butaleja, Mbale, Bulambuli district, and Mbale city in the Mt Elgon Region to enhance community resilience to shocks and stresses through effective and participatory multi-hazard anticipation actions and preparedness measures, and will build upon the work done under the previous ECHO DP- [Strengthening Community-led Actions on Disaster Preparedness and Response](#)

## **Purpose or overall objective/aim of the documentation**

- To showcase the impact of the project, where the disaster-prone communities in the Mt. Elgon sub-region have increased resilience to hazards.

## **Specific objectives of the documentation**

- To document the project achievements and best practices in order to showcase the impact of the project as well as preserve specific knowledge and technical expertise gained from the project.
- To cover/document the project events and key activities as the implementation is being conducted.
- To showcase the value of investing in early warning and the resilience of communities in disaster risk reduction

## **Target audience for the documentation products**

- Donor,
- Implementing Partners
- Government, (DDMCs, Department of Meteorological Services (DMD) officials, OPM
- Public (Community members)

## Methodology/Approach

- Storytelling in an engaging and captivating way while bringing out the central message. The consultant will work with the Oxfam team to develop a phased schedule outlining when the various activities will be conducted, ensuring that the documentation process aligns with the implementation timelines. This approach accommodates activities that do not have specific implementation dates, allowing for flexibility and effective planning.
- Desk review of project relevant documents including reports, proposals etc.
- Conduct field visits to selected project sites within the implementation area. Key informants' interviews and Focus group discussions/dialogues with key stakeholders, implementing partners and other relevant actors.
- The products will highlight the project's impact through various themes, including gender, youth inclusion, and partnerships.
- Stakeholder validation workshop/sessions.

## Activity Timeframe aligned with project activity implementation:

Components	Months	Location	Details to focus on	Time Frame
Community actions on early warning and Anticipatory Action		Within Elgon region	The Consultant will cover and document the following activities under this component A regional dialogue to integrate scientific and indigenous knowledge to inform Anticipatory Actions and Early Warning Systems to enable the implementation of community early action plans.	Sept 2025 <b>2 days</b>
			A regional dialogue on Anticipatory Action within Mt. Elgon sub region and its contribution to DRM including CCA.	June 2025 <b>2 days</b>
			Weather dialogues between traditional and scientific weather forecasters from the DMS under Ministry of Water & Environment	October 2025 <b>2 days</b>
Environment and Climate Change Adaptation initiative		Within Elgon region		
			Support for public campaign on environmental management and waste management (sustained media campaign	September 2025 <b>2 days</b>
			Planting 20 hectares of bamboo along degraded riverbanks.	April, May, Sep and October 2025 <b>10 days</b>
The collaboration between DDMCs, OPM, and other actors		Within Elgon	Establishing 10 community tree nurseries of bamboo and assorted agroforestry species in the most degraded communities	May 2025 <b>5 days</b>
			Joint simulation exercise led by districts that have previously conducted similar exercise	August 2025 <b>5 days</b>
			Orientation on NEAT+ Nexus Environment Assessment Tool for staff and districts	March 2026 <b>3 days</b>

			Activation of crisis modifier led by DDMCs and other local actors within 72 hours.	April, May, Sept, October, Nov and Dec 2025. <b>10 days</b>
			Conduct a one-day validation and dissemination workshop of the key PDM findings with 05 partner staff from each of the 4 consortium partners.	April, May, Sept, October, Nov and Dec 2025/6. <b>2 days</b>
			End of project stakeholders meeting	August 2026 <b>1 day</b>
			Production of final video documentary	<b>20 days</b>
			<b>Total Number of Days</b>	<b>64 days</b>

## Locations

Mt Elgon Region (Bududa, Namisindwa, Sironko, Butaleja, Mbale City, Mbale and Bulambuli)

## Focus of the story

Putting people and communities at the centre of storytelling, the consultant will document the processes on the multi-dimensional impact of climate change and disasters on families, communities, and document ECHO's impact, the community actions on early warning and Anticipatory Action, Environment and Climate Change Adaptation initiatives, the collaboration between District Disaster Management Committee, Office of the Prime Minister, and other actors, and the role of ECHO.

The consultant is expected to create short films depicting the impact of disasters and people's resilience, and consider including the following products:

- **Personal Testimonials:** Feature individuals from the community sharing their experiences about disasters and how they have built resilience in the face of adversity.
- **Community Initiatives:** Showcase specific community-led initiatives or programs that have strengthened resilience, such as early warning systems.
- **Before and after Comparisons:** Use visual storytelling to highlight changes in the community pre- and post-disaster or before implementing resilience-building strategies. This can depict physical changes as well as emotional and social impacts.
- **Demonstrations of preparedness:** Film community drills or preparedness activities that illustrate how local actors (e.g., DDMCs, volunteers) prepare for potential disasters.
- **Crisis Modifier Access:** Document the process of accessing the crisis modifier during emergencies and how this support has enabled a more effective response.
- **Youth and Women's Empowerment:** Feature stories that highlight the roles of women and youth in disaster preparedness and response, showcasing how their involvement enhances community resilience.
- **Collaboration Examples:** Illustrate partnerships between local government, NGOs, and community members that enhance disaster resilience, emphasizing successful collaborations and their outcomes.

- Call to Action: Conclude the films with a call to action, encouraging viewers to engage in resilience-building efforts and highlighting specific ways they can contribute or get involved.

### **Expected deliverables**

- Present an inception report, articulating how the consultant proposes to approach the exercise and serve as an agreement between parties on how the exercise will be conducted.
- A 2-minute film focusing on a protagonist that showcases the impact and intervention.
- 5-minute video that shows the process of empowering the communities and the impact
- A 2 – 3-minute video whose content will be discussed
- 25 strong images with extended captions on the community and district actions and 30 loose photos.
- Clean version of the videos and time-coded and fully transcribed script for the videos
- Script of the clean versions
- At least one comprehensive media feature article with its photos
- A project impact booklet featuring at least 15 stories and various photos, as well as impact figures. Highlight community actions on early warning and AA, Environment and Climate Change Adaptation initiatives, along with collaboration between DDMCs, OPM, and other partners, including the role of ECHO. Focus on the themes mentioned above. The booklet will be well designed. These stories will also be submitted separately with their photos.
- All consent forms of people interviewed

### **Prerequisites**

Consent of people explicitly portrayed – consent forms must be signed off and filled.

Photographs and videos should include a range of shots and action-oriented photos from:

- Dynamic and observational shots of people conveying action, movement and energy
- Portrait shots - try to shoot a balance of portrait and landscape shots.
- Close-up detail of relevant objects and textures.
- Scene and context shots. Include a panoramic shot when the scene contains activities of interest
- Lively, striking, 'slice-of-life' images.
- Well-gender-balanced images, voices portraying the people as empowered

*Please note that Oxfam does not work with black-and-white shots*

### **Responsibilities of the consultant**

The consultant should work closely with the project team to accomplish the following tasks;

1. Hold preparatory discussions with project technical teams and the communication Team at Oxfam about the activity.
2. Prepare a shooting script and an editing script and share them with Oxfam for revision and approval.
3. Provide a narration for the overall project documentary.
4. Accurately translate the project beneficiaries' voice into English
5. Finalize the documentation according to the feedback provided by the project team.

### **Expectation from the consultant**

- The consultant will adhere to Oxfam policies and protocols of "Do no harm," child protection and acquiring informed consent.
- The consultant will sign the Oxfam Non-staff code of conduct.
- The consultant will present his / her subjects with dignity.
- The consultant will be expected to bring creativity.

### **Responsibilities Of Oxfam and Partners**

1. Oxfam and partners will provide reference materials, analyze the quality of the product stories, and give input to drafts.
2. Support the consultant in coordinating field activities in collaboration with partners' field staff, communications focal persons, and beneficiaries, noting that Oxfam will not provide logistical support.
3. Provide leads for possible cases/people for documentation.
4. Ensure that feedback is provided for the consultant when and where necessary.
5. Payment to the consultant as per agreement.

### **Qualifications/requirements**

- At least 3 to 5 years of experience handling and managing similar documentation projects (documentation, photography, film/ videography, storytelling) within various settings.
- Ability to produce dynamic, creative, and engaging visual content that is cognizant of attention spans and digital space needs.
- Strong writing skills tailored to donors and policy audiences.
- The team should possess qualifications in either of the following related fields: journalism, media studies or film production.
- Demonstrated ability to capture sensitive, respectful images in diverse cultural contexts and a good understanding of climate change and disaster.
- Experience editing development content with a clear narrative arc and emotional impact.

### **Proposal study Criteria**

The technical proposal will be evaluated based on the Quality Cost-Based Selection (QCBS) Criteria:

- a. The individual general reliability as well as experience and capacity in the carrying out the assignment (30%).
- b. The approach in responding to the TOR and detailed work Oxfam in Uganda (45%).
- c. The qualifications and competencies of the proposed personnel for the assignment (25%).

Proposals obtaining more than 70% of the technical points will be considered technically suitable and qualify for financial assessment.

### **Supervision/management of the assignment**

The consultant will be directly supervised by the Media and Communications Coordinator and will need to periodically report on the progress of the work.

### **Payment**

The consultant will be paid in accordance with Oxfam's consultancy policy which stipulates 20% upon submission of the inception report and 80% upon successful completion and acceptance of the final products.

### **Submission of Technical and Financial Proposal:**

For interested applicants, please submit your technical and financial proposal clearly breaking down the budget and other supporting documents to [Ugandalogistics@oxfam.org](mailto:Ugandalogistics@oxfam.org) with the subject line "ECHO Documentation" not later than 05<sup>th</sup> August, 2025. Only successful candidates will be notified.