

Terms of Reference for Consultancy to Undertake the Documentation of the Humanitarian Development & Peace Initiative (DANIDA SP II) Project

1. Background about 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 that everyone has a right to safety, security, a livelihood, and a say in decisions that affect them. In Uganda, our Vision is to see 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), 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.

2. Information about the Project

Since 2022 Oxfam in Uganda with funding from [DANIDA](#) through [Oxfam IBIS](#) has been working with Nine partners including 4 Refugee Led Organizations, a National Community Based Organization and 4 Non-Governmental Organisations (NGOs) implementing the Humanitarian Peace Initiative Project (DANIDA SP II project) in West Nile.

The project seeks to achieve a peaceful, gender and climate-just society that upholds all human rights through the promotion of peaceful co-existence, delivery of livelihood and food security, education, climate change, and economic and social justice interventions in South-West (EACOP district) and West Nile districts of Yumbe, Madi Okollo, and Terego.

Oxfam is supporting its nine partners with direct funding to undertake and implement most of the activities while Oxfam as a lead partner is engaged in capacity building and coordination. Lugbara Kari, a cultural institution based in Arua and Refugee Led Organisations, i.e. Community Empowerment for Creative Innovation ([CECI](#)), Youth Social Advocacy Team ([YSAT](#)), I CAN South Sudan (I CAN SS), YETA and URDMC, are implementing the Peacebuilding and livelihoods initiatives. Luigi Giussani Institute of Higher Education ([LGIHE](#)), Civil Society Budget Advocacy Group ([CSBAG](#)), and Civic Response on Environment and Development ([CRED](#)) are implementing the advocacy on Budget, Education and the Petroleum component, ensuring respect for fundamental human rights and equity in accessing the services and resources. The project is implemented under four main components, below which include the major milestones;

Education

- **Green Skills Training:** Oxfam and partners have trained youths in solar installation and repair, making energy-saving stoves, planting trees, and producing briquettes.
- **Education Financing Study:** Oxfam conducted a study on education financing in West Nile and Karamoja and shared a report with key findings.
- **Teacher Training:** Teachers have been trained through peer-to-peer learning circles, where they mentor each other, share knowledge, and provide emotional support.
- **Vocational Training:** In partnership with the Directorate of Industrial Training, Oxfam developed vocational training modules.
- **Advocacy for Education:** Events in West Nile and meetings in Kampala brought together stakeholders to discuss and address challenges in education financing.
- **Green Infrastructure:** The project installed water-saving tanks, toilets, incinerators, and solar lighting.

Livelihoods

- **Farmer Support:** Oxfam supported over 70 farmer groups in three districts to grow crops like cassava, maize, and tomatoes for food, and other products for income, benefiting both refugees and host communities.
- **Livestock Rearing:** The project supported 10 piggery and 4 poultry value chains, providing birds, feeds, medicine, and training on livestock management.
- **Climate Resilience:** To address climate challenges, Oxfam promoted irrigation for year-round farming and animal traction to increase land cultivation.
- **Women's Leadership:** The GALS Methodology was used to promote inclusion by involving both men and women in project activities.
- **Savings and Income Growth:** Village Savings and Loan Associations (VSLAs) and digital tools were introduced to farmer groups to encourage saving and boost income.

Budgeting

- **Participatory Budget Groups:** Oxfam, with SEATINI, CSBAG, and CBTP, formed groups to advocate for better service delivery and secure commitments from local leaders.
- **Evidence-Based Advocacy:** Community structures like participatory budget clubs were established to ensure communities have a voice in government programs.
- **Grassroots Structures:** The project built the capacity of groups like Tax Justice Campaigners and Budget Participation Clubs to advocate for fair budgeting and tax justice at the local level.
- **Community Empowerment:** These groups collect evidence and monitor services, ensuring accountability and community involvement in decision-making.
- **Strengthened Organizations:** Refugee-led organizations, community-based groups, and local leaders were trained to address local needs effectively.
- **Capacity Building:** Local organizations and government officials were trained in service delivery, resource mobilization, gender-responsive budgeting, and climate issues.
- **Stakeholder Engagement:** The project involved local governments, national policymakers, and other stakeholders to improve services and protect displaced communities.

Peacebuilding

- **Women and Youth Groups:** Refugee-led women and young women's groups are key in driving change but often lack resources. Oxfam, through CECI and YETA, provided Group Cash Transfers to help these groups lead and create solutions for their communities.
- **Support for Women-Led Groups:** Under the Danida SP II project, 17 women-led groups were supported, with 4 transitioning into Refugee-Led Women Groups in Imvepi Refugee Settlement.

3. Purpose and Objectives of the study

a) Purpose of the study

To showcase the activities and progress made under the DANIDA SP II project through the perspective of project participants and key stakeholders, including partners and refugee and host community leadership, for the four project components of Livelihood, Budgeting, Peacebuilding (Group Cash Transfers) and Education.

b) Objectives of the study

1. To conduct detailed coverage of the project activities through the different on-ground stories and interviews with project participants, implementing partners and other key stakeholders.
2. To document the different collaborations between project participants, implementing partners and local leadership in implementing the DANIDA SP II project.
3. To document the impact of the DANIDA SP II project and highlight the context in which the project is implemented, the challenges faced and how the project is responding to them through its approaches like the GALS Methodology and VSLA methodology but also advocacy at regional and national level.
4. To document best practices and key learning to guide future programming
5. To Document the impact of the Group Cash Transfers to enhance ownership, resilience and peaceful co-existence.

4. Scope of Work

Documentation will be carried out in Kampala, Bidibidi refugee settlement in Yumbe, Imvepi refugee settlement in Terego and Rhino Camp refugee settlement in Madi Okollo. The consultancy for the project documentation assignment is expected to be completed within 30 days from the commencement date. This has been organised in phases:

a) *Pre-production*

- Holding an inception meeting with Oxfam Uganda teams and partners.
- Get Clarification and agreement on issues, including the Identification of key stakeholders.
- Preparation and submission of the draft of an inception report detailing the methodology and the timeline of the consultancy.
- Based on the inception meetings and desk review, the consultant will develop a working/shooting script that will be reviewed by the Oxfam team and the partners involved. This will guide the shooting process.

b) *Production phase*

- The Consultants will conduct face-to-face interviews and consultations with the identified project participants, community leaders, Local government Officials, and other key stakeholders.

e) *Post-production*

- Draft and finalise multimedia products, incorporating feedback from Oxfam.

5. Study Methodology

The documentation will be done through photos, videos, graphics and a booklet and will cover key project activities in components of Education, Budgeting and Livelihoods among others also looking at approaches like the Gender Action Learning System (GALS Methodology) with the 3 components. This will be done by interacting with project participants, including refugee and host community leadership, and project implementing teams from both Oxfam and the partners.

6. Study Outputs/Deliverables

a. *An Inception Report*

- An inception report detailing the methodology and the timeline of the project upon which the first tranche payment will be made.
- Shooting script for video production

b. *multimedia products*

- One comprehensive quality 4k Video (3840 x 2160 pixels) of between 5-10 minutes with clear audio and subtitles highlighting project activities and successes with graphics and key project findings. The main video should combine interviews, project footage and graphics to highlight key findings.
- 3 short videos (1-3 minutes each) highlighting components like Education, Budgeting, Livelihoods and Peacebuilding.
- The videos will be filmed in the local languages of the communities and translated into English with on-screen subtitles. They will be delivered to Oxfam along with time-coded and fully translated transcripts for each interview and a clean version (no titles, logos, or subtitles on the videos).
- Produce 30 High-quality, well-captioned photos. These will include action photos as well as portraits.
- Promo materials, including a visually appealing fact sheet and infographics

c. *Written Outputs*

- Produce a 20 – 30 paged project booklet with 8- 14 short stories and quotes on the different project components. This will include a detailed summary of the approach and implementation process. Include one comprehensive article that weaves in all the components of the project.

Other requirements

- Include a shooting script and editing script for Oxfam's approval before filming.
- Completed consent forms for all people interviewed/filmed
- All loose photos of the context/ scenery
- Time-coded and fully transcribed script for the video.
- A clean version of the video, with no titles, logos, or subtitles.
- Photo captioning filled template.
- Photographs 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.

Note: For quality assurance, the deliverables will be checked against the following.

The materials will be checked to ensure they are high-quality, well-edited, subtitled, and contain key storytelling elements. They must focus on results per outcome area, feature balanced gender representation, be contextually relevant, be professionally designed, and include a compelling narrative.

7. Timeframe and estimated working days

The assignment, including the pre, production, and post-production phases, will be undertaken for 30 days from the date of signing the contract.

Activity	Date	Number of days
Consultant to sign contract for the assignment	4 th September 2025	1
Review of documents and development of the inception report and script	5 th – 8 th September 2025	4
Presentation of Inception report, script story planning and timelines to Oxfam	9 th September 2025	1
Conduct field visits and interviews.	11 th to 18 th September 2025	7
Draft storylines for videos and books	19 th to 26 th September 2025	7
Submission and presentation of the draft videos and story books to Oxfam	27 th to 29 th September 2025	2
Incorporating comments from Oxfam team	30 th to 7 th October 2025	7
Submission of the final videos and story books	8 th October 2025	1

8. Qualification and experience of the consultant/team

Team Composition

1. Team Leader / Project Manager
2. Videographer / Camera Operator
3. Photographer
4. Writer/Storyteller
5. Gender and land rights expert
6. Editor

While not part of the team, they should have the capacity to get a translator locally who is fluent in the local languages.

Qualifications/requirements

- At least 3 to 5 years of experience handling and managing similar documentation projects (docu-photography, videography) 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, film and Monitoring, Evaluation and Learning.
- Demonstrated ability to capture sensitive, respectful images in diverse cultural contexts and a good understanding of gender sensitive language and framing.
- Experience editing content with a clear narrative arc and emotional impact.
- Knowledge of Uganda's refugee and education policy landscape, including its cultural and gender dynamics.
- Strong English language skills required, other local languages an asset. Arabic is an added advantage.

9. 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.

10. Supervision/management of the assignment

The study will be supervised by the Project Coordinator with support from the Communication and media, Technical leads and the MEAL contact persons.

Responsibilities Of Oxfam and Partners

- Oxfam and partners will provide reference materials, analyze the quality of the product stories, and give input to drafts.
- Support the consultant to coordinate field activities through the partners' field staff and beneficiaries.
- Provide leads for possible cases/people for documentation.
- Ensure that feedback is provided for the consultant when and where necessary.
- Payment to the consultant as per agreement.
- Facilitate introductions to key stakeholders and communities
- Ensure safety and security protocols are in place
- Provide feedback on deliverables within agreed timeframes
- Support dissemination and utilization of findings

Consultant Responsibilities

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

- Hold preparatory discussions with Project Teams and the communication Team at Oxfam about the activity.
- Prepare a shooting script and an editing script and share them with Oxfam for revision and approval.
- Provide a narration for the overall project documentary.
- Accurately translate the project beneficiaries' voice into English
- Finalize the documentation according to the feedback provided by the project team.
- 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 external code of conduct.
- The consultant will present his / her subjects with dignity.
- The consultant will be expected to bring creativity.
- Adhere to Oxfam's safeguarding policies and ethical guidelines

- Ensure timely delivery of all outputs
- Engage meaningfully with communities throughout the process

11. Payment

The consultant will be paid 30% upon approval of the inception report and 80% upon submission and approval of final product and any agreed upon products of the study. The technical fees will be subjected to 6% withholding Tax.

12. Submission of Technical and Financial Proposal:

Interested applicants/firms are invited to submit the following:

- A cover letter outlining relevant experience in similar work (1-2 pages)
- Information about the firm
- Technical Proposal on the understanding of the TOR which should include among others;
- Detailed response to Terms of Reference
- Proposed methodology and work plan
- CVs of lead consultant and key team members
- Examples of similar previous work
- Proof of relevant certifications or registrations
- Financial proposal which should include among others;
- Detailed budget breakdown by activity and line item
- Daily rates for all personnel
- Travel and accommodation costs

The application package should also include:

- A list of three references that can attest to their expertise as it relates to this assignment

Submission

- For interested applicants, please submit your technical and financial proposal clearly breaking down the budget and other supporting documents to Ugandalogistics@oxfam.org with the subject line "DANIDA SP Documentation" no later than 5:00 PM (GMT +3) August 27th 2025.