



TERMS OF REFERENCE (TOR) FOR CONSULTANCY SERVICE FOR THE PRODUCTION OF A DOCUMENTARY ON THE AFRICAN ACTIVISTS FOR CLIMATE JUSTICE (AACJ) PROJECT IN GARISSA COUNTY

Background

Womankind Kenya (WOKIKE) is a registered non-profit women's rights organization established in 1995 under the NGO Coordination Act (now operating under the current Public Benefit Organizations Act). The organization is committed to advancing the rights and well-being of women, children, and vulnerable populations in Kenya's marginalized and underserved regions. WOKIKE is founded on the vision of *"a just society that is self-reliant"* and pursues its mission *"to empower women, children, and vulnerable communities through community initiatives to enhance rights and foster resilience."*

The organization operates primarily in Northern Kenya and parts of the Coastal region. Its head office is based in Garissa County, with additional offices in Nairobi and Kwale Counties. WOKIKE maintains a strong presence Regionally, nationally and at the community level, engaging effectively with grassroots communities as well as regional and national stakeholders.

WOKIKE's work is guided by five interrelated thematic areas including: climate change resilience and livelihoods; child protection, inclusion, and education; democracy and just governance; gender equality and social inclusion; and peacebuilding and conflict resolution. These focus areas enable the organization to respond holistically to the complex and interconnected challenges faced by the communities it serves. The organization adopts participatory, inclusive, and community-driven approaches in the design and implementation of its programs, ensuring relevance, sustainability, and impact.

Under climate change resilience and livelihoods pillar, Womankind Kenya in partnership with FEMNET is currently implementing the African Activist for Climate Justice (AACJ) project in Garissa County. This is a five-year project (2021–2025) funded by the Dutch Ministry of Foreign Affairs, aimed at strengthening climate justice movements across Africa. The project is implemented in eight countries which are Burkina Faso, Ethiopia, Kenya, Mozambique, Nigeria, Senegal, Somalia, and South Africa by five consortium lead organization: Oxfam Novib, FEMNET, PACJA, Natural Justice, and the Africa Youth Commission (AYC).

The AACJ project adopts five key pathways which includes: Building and strengthening grassroots movement, developing and sharing African narratives, strengthening human rights frameworks, strengthening communities' adaptive capacities, and increasing political will for climate-just policies. However, out of the five pathways Womankind Kenya focuses on three of these pathways including Building and strengthening grassroots movement, developing and sharing African narratives, and increasing political for climate-just policies



2. Objective of the Assignment

The main objective of the assignment is to document the impact of AACJ project in Garissa County, WOKIKE is therefore seeking the services of an experienced media consultant to produce compelling, professional documentary, high-quality documentary and related media products.

Specific Objectives:

- Showcase the impact of AACJ initiatives in Garissa County.
- Highlight stories of resilience and climate justice led by women, youth, and persons with disabilities.
- Document community-based adaptation strategies and advocacy efforts.
- Enhance awareness and policy engagement around gender and climate justice.

3. Scope of Work

The consultant will work closely with the AACJ project team and will be expected to undertake the following key tasks: develop a concept note, documentary script, and storyboard; propose a comprehensive production plan detailing timelines and logistics; conduct field visits to film community activities, interviews, and testimonials; identify and interview relevant stakeholders, beneficiaries, and community leaders; and capture high-quality video footage, photography, and audio recordings.

The assignment is expected to deliver the following outputs:

- One full documentary (10–20 minutes)
- Four short thematic videos (5–10 minutes each)
- Three teaser clips (30–60 seconds) for social media
- One print-ready factsheet summarizing program achievements
- One designed print media product
- High-resolution photographs (minimum 5 per location)
- MP4 and raw file formats of all materials
- External storage/DVDs with all content

4. Deliverables

The consultant will be expected to deliver comprehensive documentary in four key phases, ensuring a collaborative and high-quality production process from planning to final delivery.

These deliverables will include the following

- i. Inception Phase – Concept note, script, storyboard, and production work plan
- ii. Raw footage phase-Raw version of the filmed video and recorded sound and visual
- iii. Draft Media Phase- Draft documentary, short videos, teaser clips, factsheet, and print product
- iv. Final delivery phase-edited videos, photos, print-ready materials, fact sheet, raw files, cloud upload & DVD submission



5 Location and Duration

The Documentation of the project will be conducted in Garissa County, and the assignment is to be Completed within 30 calendar days from the inception date

6. Roles and Responsibilities

Under the overall guidance of the Project team, the consultant will work closely with the Program Officer, Communication officer, Program Coordinator and M&E Officer. Program Officer will be the focal person for coordination of the consultant’s work.

Womankind Kenya (WOKIKE) will facilitate access to project sites and stakeholders, provide background documents and relevant contacts, and review and approve all scripts, footage, and materials developed.

The consultant will be responsible for all filming, editing, and post-production activities. The Consultant will also secure all necessary consent and release forms and ensure that all documentation practices are conducted ethically and safely.

6. Required Qualifications and Experience

The consultant should possess a degree in Communications, Media Production, or a related field, along with a minimum of five years’ experience in documentary production. They must demonstrate a proven track record of producing media content for NGOs or within the development sector. Familiarity with working in marginalized or rural contexts is essential, as is advanced proficiency in videography and photography. Additionally, the consultant should have strong storytelling abilities and expertise in advocacy communication.

7. Ethical Considerations

The consultant must obtain informed consent from all individuals featured in the documentation and ensure full compliance with WOKIKE’s Safeguarding, Child Protection, and Data Protection Policies. They are also required to respect the confidentiality and privacy of all participants, demonstrate cultural sensitivity, and uphold the “Do No Harm” principle in all aspects of their work.

8. Proposal Evaluation Criteria

The Proposal will be evaluated based on the following criteria;

Criteria	Weight
Relevant experience and qualifications	30%
Quality of portfolio/sample work	20%
Understanding of ToR and proposed Methodology	20%
Financial proposal and value for money	20%
Familiarity with local context and language	10%



9. Application Procedure

Interested consultants or firms should submit:

- Cover Letter
- Technical Proposal (max 4 pages)
- Financial Proposal (detailed breakdown)
- CV(s) of key personnel
- At least 2 links to relevant past work

Send applications to: careers@womankindkenya.org

Deadline: 15th August 2025 at 11:59 PM EAT

10. Ownership and Usage Rights

All materials produced shall be the property of Womankind Kenya. The consultant shall not use or share the materials without written permission.