

Call for Bidding.

Enhancing the community participation of youth and girls including people with disabilities project.

- **Deadline for receiving offer: 27 Apr.2024**
- **The bidding for individual's consultant and consultancy firms**
- **Documents to be submitted: -**
 - Technical and financial Offer for the mission (all travel cost for those who located outside Aswan to be illustrated separately in the financial offer).
 - Agency or company C.V (information about the company and research team).
 - C.V of the leading team.
 - Copy of Commercial register.
 - Copy of tax card.
 - Copy of VAT certification (if any)
- **Soft or hard copies to be sent to: -**
 - **Hard copy: - by courier to address:**

Om Habibeh Foundation – EL Sadat Road, opposite of Dr. Soliman Hospital, Aswan
 - **Soft copy: - to e-mail address: -**

procurement@omhabibeh.org
 - **For further technical inquiries please contact: -**

procurement@omhabibeh.org

Om-Habibeh Foundation

Terms of reference (TOR)

Producing a Documentary for Enhance community participation

1. Background:

The **Om Habibeh Foundation** (OHF) is an Egyptian non-profit organization established in 1991 under the supervision of the Ministry of Social Solidarity. OHF is the implementation agency for the Aga Khan Foundation Egypt and is an affiliate of the Aga Khan Development Network of organizations and was founded by Om Habibeh Mohamed Shah Aga Khan to contribute to and support local communities in the governorate of Aswan in areas including health care, education, and providing income for deprived communities through long-term development activities. OHF works in the following areas: Continuing Education, Civil Society, Agriculture and Food Security, Economic Inclusion, Women Empowerment and Early Childhood Development.

Om Habibeh Foundation will implement the project in Aswan “Enhancing the community participation of youth and girls including people with disabilities, for better rehabilitation” funded by the GIZ - Equal Opportunities & Social Development (EOSD), which aims at strengthening social participation practices in targeted communities and develop capacities of rehabilitation entities. These activities will result in 1) building the capacities of government and civil leaders , in the area of integrating the target groups in society and ensuring their participation ,2(building the capacities of young women , men and people with disabilities in the areas of work and leadership skills, 3(facilitating access of young women , men and people with disabilities to the services provided to them in the community and 4(raising awareness of families of persons with disabilities to promote the inclusion and participation of their family members in the local community.

2- Background of the Consultancy

Enhance community participation Project is hiring a consultant to produce a documentary about the program to present and document all the different stages of the program and to highlight the success stories of the beneficiaries, government staff and the Civil Society Organizations (CSOs) that took part of the project In Aswan.

3- Purpose of the Consultancy

The purpose of this consultancy is to deliver a complete story Project which will ultimately inspire and empower other females and persons with disabilities to participate in community activities and initiatives and the NGOs- CSOs to include the person with disabilities in project and activities.

4- Major Tasks and Specific Deliverables

The consultant will carry out all major tasks in consultation with the project team. The consultant will perform the following tasks at a minimum :

- Write the script of the documentary.
- Record the documentary.
- Edit and produce the final footage .
- Add subtitles for the documentary.

5- Expected Time Frame

The consultant is expected to finalize duties by 08th May 2024 .

6- Consultants Qualifications and Experience

The project is looking for a well-qualified consultant to fulfill the above-mentioned role/tasks. The consultants should meet the following criteria in terms of qualifications, technical **competencies, and experience**:

- 1-3 years of professional experience in the required specification. (30%)
- Demonstrated experience producing documentaries. (30%)
- Knowledge of the development context in Aswan (20%)
- Application Procedure (20%).
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Individuals meeting the above criteria are invited to apply consisting of the following:

- Evidence of previous experience conducting similar work.
- A proposed timeframe for the implementation.
- Curriculum Vitae.

Proposals will be evaluated only if they meet the required qualifications. Consultants must provide complete contact details in their applications.

5- SAFEGUARDING POLICY

OHF has policies and systems in place to prevent sexual abuse, neglect, exploitation, harassment bullying, and sexual harassment. It is also to safeguard children, adults, our teams, consultants, volunteers, partners, beneficiaries, and all stakeholders. OHF will ensure a workplace culture built on respect, tolerance, diversity, and inclusion.

6- GENDER EQUALITY

OHF is committed to supporting gender equality in all of its programmes and internal operations by eliminating sex discrimination, harassment, and sexual harassment and promoting equality for women and men in all hiring process starting from open call for a position, interview process, selection process, salary, benefits...etc

7- Contact Information:

Any questions concerning this assignment should be directed to:
procurement@omhabibeh.org