

Call for Bidding.

Aswan inclusive community project. Producing a Documentary for Aswan Inclusive Community Project

- **Deadline for receiving offer: 22 October. 2025**
- **The bidding for individual consultants and consultancy firms**
- **Documents to be submitted: -**
 - Technical and financial Offer for the mission (all travel costs for those who are 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 Registration.
 - 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

Om-Habibeh Foundation

Terms of reference (TOR)

Producing a Documentary for Aswan Inclusive Community Project

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 “Aswan Inclusive Community” within the framework of cooperation between the Ministry of Social Solidarity and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) implementing on behalf of the German Government with co-funding from the European Union through the Equal Opportunities & Social Development Project., which aims to promote the inclusion of persons with disabilities into their communities with the participation of local development actors for stronger social participation and raised awareness of their entitled rights. The project aims to strengthen social participation practices in targeted communities and develop capacities of rehabilitation entities. These activities will result in 1) Targeted communities having better awareness of PWDs inclusion and their rights, 2) Targeted Youth are qualified in the local labor market including people with and without disabilities, 3) Partner CSOs, governmental bodies and stakeholders are supporting the PWDs inclusion and rights, 4) Targeted PWDs are actively involved in the community engagement activities.

2- Background of the Consultancy

Aswan Inclusive community Project is hiring a consultant to produce a documentary about the project 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 in the project In Aswan.

3- Purpose of the Consultancy

As the project comes to an end, there is a need to document its journey, achievements, challenges, and lessons learned through a professional documentary film. This film will serve as both a record of the project’s work and will ultimately inspire and to promote the inclusion of persons with disabilities into their communities with the participation of local development actors for stronger social participation and raised awareness of their entitled rights 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. a communication tool to inspire replication and inform stakeholders, beneficiaries, and donors.

Purpose of the Assignment

The purpose of this assignment is to produce a high-quality documentary film that:

- Captures the overall story of the project from inception to completion.

- Highlights the key achievements, outcomes, and impact on communities and beneficiaries.
- Documents testimonies from beneficiaries, partners, and stakeholders.
- Provides a visual tool for advocacy, awareness raising, and donor reporting.
- Ensures the visibility of the donor(s) and implementing partners.

4- Scope of Work

The consultant/production company will be responsible for:

1. Pre-production:
 - Review project documents and consult with the project team to develop the storyline and key messages.
 - Prepare a script and shooting plan, including proposed locations, beneficiaries, and activities to be covered.
 - Secure all necessary filming permissions.
2. Production (Filming):
 - Capture high-definition footage of project activities, events, and interviews with beneficiaries, stakeholders, and partners.
 - Record voice-overs, sound, and supporting visuals (e.g., communities, landscapes, workplaces).
3. Post-production:
 - Edit the raw footage into a coherent and engaging 15–20-minute documentary film.
 - Provide a 3–5-minute highlight version for social media use.
 - Incorporate branding, logos, and acknowledgment of the donor(s) and partners.
 - Ensure English and Arabic subtitles are included.
 - The documentary film should be fully accessible, including the provision of sign language interpretation and subtitles to ensure that persons with hearing impairments are able to access and benefit from its content.

5 - Final Deliverables:

- One full-length documentary film (15–20 minutes).
- One short version (3–5 minutes).
- Raw footage of all filming.
- High-quality photos taken during production.

- The consultant/firm will report directly to [Project Manager/ Focal Point] and coordinate closely with the project team to align content with project objectives.

6- Expected Time Frame

The assignment is expected to take place over [4 weeks], from [1 Nov. 2025] to [30 Nov.2025], including pre-production, filming, editing, and final delivery.

7- Consultants Qualifications and Experience

The selected consultant/firm should demonstrate:

- Proven experience of more than 4 years in producing high-quality documentary films, preferably in the development sector.
- Strong technical expertise in filming, editing, and storytelling.
- Ability to work under tight deadlines and deliver professional outputs.
- Knowledge of accessibility standards (e.g., subtitles, inclusive representation) is an asset.

8- Service Provider Selection Criteria

- Proved the experience at least 4 years (Profile of the consultant explaining why they are the most suitable for the work, Relevant Experience, CVs.) (35%).
- Detailed methodology and conceptual framework with expected deliverables and timelines, (15%)
- Portfolio of similar work (with links to past documents). (20%)
- Clearly defined budget lines with the breakdown of consultation fees, administration cost and logistics. (30%)

8- Contact Information:

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