



## **Terms of Reference for the Production of a Video for SIF on Mahé, Seychelles**

### **Background**

*The Seychelles Islands Foundation (SIF) is a non-profit charitable organisation that was established as a public trust by the government of Seychelles in 1979. SIF manages and protects the UNESCO World Heritage Sites of the Aldabra Atoll and Vallée de Mai.*

*The Aldabra Atoll, one of the Seychelles' most distant islands, is over 1000 km southwest of the main island of Mahé. Aldabra is one of the world's largest raised coral atolls and is the largest of the Seychelles islands. Aldabra was designated a World Heritage Site by UNESCO in 1982 as a prime example of a raised coral atoll and is significantly less disturbed than most other atolls in the Indian Ocean and elsewhere in the world.*

*SIF sponsors an annual trip to Aldabra for the winners of the national Eco-School award run by the Ministry of Education. Throughout the year each school undertakes a variety of environmental activities at their school and is awarded points for each one. The schools with the highest number of points win the Eco-School award. They are rewarded with a visit for some of their pupils and teachers to Aldabra, where they can learn more about the Seychelles' environment and be inspired to protect it in the future. The students participate in similar activities on the Aldabra trip which aim to promote practices of management and education of the environment while implementing as many local and global Sustainable Development challenges as possible.*

*This year 2020, will mark the celebration of 20 years of the Eco-School trip to Aldabra as the star prize of the competition. As a result of this, we have decided to review and document the trip and all its achievements. We would like to concentrate on the influence of the trip on the students and teachers who were chosen, as well as, the influence of the trip on their families and members of the public. This will be communicated through a 15 minute video documentary of interviews and any other related footage of previous Aldabra trips.*

### **1. Overall objective of the assignment**

*The overall objective is producing a video documentary in Mahé, Seychelles, covering the achievements of the Eco-school Aldabra trip over the 20 years. The video documentary will comprise of summary statements by previous students speaking of their experiences and opinions of the trip. The main outcome is to illustrate the extent to which the Aldabra trip has impacted the lives of participants who have visited Aldabra, their family members who have heard all about their experience and the public who may or may not know a great deal of the*

*Eco-school Aldabra trips. The video should portray the positive influence of the trips and promote Aldabra's value as the pristine wildlife paradise of Seychelles. In order to achieve this, the video must also highlight the importance of educating the youth and general public on the efforts of environmental management and research activities to conserve Aldabra's beauty and survival. Please note that the video content will be filmed on Mahé and not Aldabra.*

## **2. Specific tasks for the service provider**

- Develop the film's overall concept
- Interview selected participants for the film
- Develop the script and storyboard to be used in the film
- Perform appropriate filming and shoot interviews
- Produce one final film of up to 15 minutes in HD quality

## **3. Output/deliverables**

- Submit a storyboard and script for the film to SIF for approval before filming
- Produce an edited video recording
- Present draft film to SIF at the end of the production to incorporate two rounds of edits/comments
- Present a complete 15 minute (max) film, and hand over a master copy to SIF

## **4. Required qualifications and experience of the service provider**

- Five or more years of experience working in a similar field
- Experiencing in producing promotional films
- Experience in working with conservation, government or educational organisations
- Local knowledge of Seychelles and ability to speak Creole
- Excellent technical capabilities and possession of high definition filming equipment to ensure smooth and high quality production

## **5. Duration of the assignment**

- *Submit a storyboard and script for the film to SIF for approval before filming*
  - **By Friday 7<sup>th</sup> February 2020**
- *Present draft film to SIF at the end of the production to incorporate two rounds of edits/comments*
  - **By Friday 21<sup>st</sup> February 2020**
- *Present a complete 15 minute (max) film, and hand over a master copy to SIF*
  - **By Thursday 6<sup>th</sup> March 2020**

## **6. Intellectual property**

All information pertaining to this project (audio, digital, written publications or documents) belonging to the client, which the service provider may come into contact with in the performance of his/her duties under this consultancy shall remain the property of SIF who will have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of SIF.

SIF shall own the intellectual property rights of the finished film to use in whatever context they choose. The service provider is not permitted to use the footage obtained for this project in any other project or scenario, either commercial or non-commercial, without prior written permission from SIF.

## **7. Contractual arrangements**

The service will be overseen by SIF's Project Officer who will provide ongoing feedback and throughout the project. The Project Officer will ensure that the above outputs are met in the agreed timeframe.

SIF as the client shall provide necessary support to the service provider in order to execute the assignment through the duration of the project. This will entail:

- Access to relevant information necessary
- Contact details of relevant people to be interviewed

## **8. Equipment for the assignment**

No equipment will be purchased or provided by SIF for this assignment. Any equipment required to complete this assignment will be provided by the service provider at no extra charge.

## **9. Remuneration**

The service provider's payments shall be based on the financial proposal developed for this assignment.

Payment shall be made in three installments of:

- 30% payment upon submission of script and storyboard acceptable to the client
- 50% upon submission of an acceptable draft film
- 20% final payment upon submission of the final film, incorporating edits and comments from SIF

## 10. Application procedure

Applicants are required to submit the following documents to [po1@sif.sc](mailto:po1@sif.sc) on or before **Wednesday 29<sup>th</sup> February 2020** along with the following:

- A technical proposal: Letter of interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment
- Personal CVs of technical personnel proposed for this project highlight qualifications and experience on similar projects
- Work references
- Financial proposal indicating consultancy fees and a breakdown of expenses related to this assignment
- Portfolio work completed for other clients