



Terms of Reference

**Short-Term Consultancy for
Video Production Services for the
Caribbean Intra-ACP Climate Services and
Related Applications Programme**

Caribbean Institute for Meteorology and Hydrology

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Intra-ACP Climate Services and Related Applications Programme

REQUEST FOR PROPOSAL

The CIMH is an Institution of the Caribbean Community (CARICOM) and the technical Organ of the Caribbean Meteorological Organization (CMO). The mandate of the CIMH is “to assist in improving and developing the Meteorological and Hydrological Services as well as providing the awareness of the benefits of Meteorology and Hydrology for the economic well-being of the sixteen (16) Member States of the CMO. This is achieved through training, research, investigations, and the provision of related specialized services and advice.”

In achieving its mandate, the CIMH in 1973 established an affiliation with the University of the West Indies in which its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the Faculty of Pure and Applied Sciences. The CIMH is recognized regionally and globally as:

- The World Meteorological Organization (WMO) Regional Training Centre for the Caribbean.
- A Centre for applied research and development in meteorology, hydrology/water resources, climatology and related areas including disaster risk reduction, agriculture, and water impacts forecasting.
- The WMO Regional Instrument Centre for the Caribbean.
- A WMO Centre of Excellence for Training in Satellite Meteorology.
- The WMO Regional Climate Centre (RCC) for the Caribbean.
- The Caribbean Centre for Climate and Environmental Simulations.
- The Climate Data Archive for CMO Member States.
- The Pan American Node of the WMO Sand and Dust Storm Warning Advisory and Assessment System (SDS-WAS).
- Caribbean Regional Marine Forecast Support Centre.

By virtue of the above, the CIMH is active in such areas of hydro-meteorological and climate risk impacts forecasting as well as agricultural risks forecasting and has had strong collaborations with international agencies and universities, regional institutions as well as national organizations in CMO Member States.

As part of its ongoing work to provide climate services at regional and national levels and under the Intra-ACP Climate Services and Related Applications (ClimSA) Programme, CIMH is seeking the services of a Video Production Consultant regarding the development of the video products to illustrate the impact of the Intra-ACP Climate Services and Related Applications Caribbean Programme. Submissions should include financial proposals.

All proposals should be submitted to procurement@cimh.edu.bb no later than December 29, 2023, and emails should be titled “**Video Production Consultant re ClimSA**”.

ANNEX I

Terms of Reference (TOR)

Title of project:	Intra-ACP Climate Services and Related Applications Programme (ClimSA)
Project duration:	2021 to 2025
Donor:	European Union
Executing Entity:	Caribbean Institute for Meteorology and Hydrology (CIMH)
Consultancy:	Video Production Consultant

1. Programme Description

1.1. Project Introduction

The Intra-ACP Climate Services and Related Applications Programme (ClimSA) is a four-year project funded through the European Union (EU) African, Caribbean, Pacific (ACP) Secretariat and being executed and implemented by the Caribbean Institute for Meteorology and Hydrology (CIMH).

Its goal is to support the climate information services value chain with technical and financial assistance, infrastructure, and capacity building. This will result in improved access and use of climate information, services, and applications at all levels of decision-making and will lead to improved adaptation measures that allow for the Caribbean region to become more sustainable and resilient.

The ClimSA work programme is aligned to the Regional Roadmap and Plan of Action 2020-2030 for Climate Services in the Caribbean to ensure:

- Interactions between the users, researchers and climate services providers are structured;
- Provision of climate services at regional and national levels is guaranteed and secured;
- Access to climate information is improved;
- The capacity of the Caribbean region to generate and apply climate information and products to enhance resilience is strengthened;
- Climate-informed decision-making is enhanced, and climate services are mainstreamed into policy processes at regional and national levels.

For the Caribbean, these activities are timely and necessary since increasing climate variability and change are already having, and will continue to have, severe impacts on national economies and key socioeconomic sectors in the absence of this type of large scale, resilience building intervention.

The ClimSA Caribbean Programme will be executed through pilot activities aimed at strengthening the climate services value chains in the:

- Health Sector of Dominica;
- Water Sector of Jamaica;

- Agriculture and Food Security Sector of Guyana.

Key partners of the programme at the national level are the National Meteorological and Hydrological Services (NMHSs), government ministries with national responsibility for health, water and agriculture/food security sectors and private sector entities and end users of products and services from the three target sectors.

All Member States of the CMO will benefit from the programme through (i) regional capacity building initiatives, (ii) sharing of lessons learned as well as results from the three pilot countries, and (iii) institutional and capacity building at the CIMH.

2. Scope of Work

Under the supervision of the Communications Specialist, the contractor is expected to provide video production services to illustrate the impact of the Intra-ACP ClimSA Caribbean programme. Established practices and guidance provided pertaining to the use of the CIMH and Intra-ACP ClimSA Programme logos, and the Institute's visual and corporate identity are expected to be followed in execution of the scope of work and expected deliverables.

The scope of work and expected deliverables will be the following:

2.1. CIMH, RCC, and Intra-ACP ClimSA Caribbean Programme Videos

- 2.1.1. The design of engaging, and dynamic top, end and transition graphics, lower thirds, for CIMH, RCC, and Intra-ACP ClimSA Caribbean Programme videos inclusive of illustrations which depict the disciplines of meteorology, hydrology, climatology, agro-meteorology, and applied meteorology.

2.2. PICSA Training Workshop (Jamaica Video)

- 2.2.1. Postproduction of one (1) testimonial and one (1) interview from the Participatory Integrated Climate Services for Agriculture (PICSA) training workshop in Jamaica.
Expected duration – 60 seconds to 90 seconds each

2.3. R-INSTAT Training Workshop (Barbados Video)

- 2.3.1. Postproduction of one (1) testimonial from Statistics in Applied Climatology (R-INSTAT) training workshop in Barbados.
Expected duration – 60 seconds to 90 seconds

2.4. Climate change, climate variability and the climate vulnerabilities awareness videos

- 2.4.1. Film and produce country specific videos and trailer videos to raise awareness on climate change, climate variability and the climate vulnerabilities of each of the three Project beneficiary countries – Dominica, Guyana, and Jamaica – and their climate-sensitive sectors.
Expected duration – 1 to 2 minutes each

2.5. CARISAM Video Series

- 2.5.1. The design of engaging, and dynamic top, end and transition graphics, lower thirds, and illustrations/B roll which depict various climate smart actions in agriculture.
- 2.5.2. Film and produce six episodes of the CARISAM video series. The expected duration of each episode is three (3) minutes.

- 2.6. CIMH World Meteorological Day Scripted Message 2024
 - 2.6.1. Film and produce scripted video message
Expected duration – 1 to 2 minutes
- 2.7. CIMH World Water Day Video 2024
 - 2.7.1. Film and produce scripted video message
Expected duration – 1 minute
- 2.8. CIMH World Health Day Video 2024
 - 2.8.1. Film and produce scripted video message
Expected duration – 1 minute
- 2.9. CIMH World Agriculture Day Video 2024
 - 2.9.1. Film and produce scripted video message
Expected duration – 1 minute
- 2.10. Interviews
 - 2.10.1.1. Film and produce 4 interviews with policymakers and key technical experts.
Expected duration – 60 seconds to 90 seconds each
- 2.11. Testimonials
 - 2.11.1. Film and produce 4 testimonials with participants from various training, awareness, and capacity development activities.
Expected duration – 60 seconds to 90 seconds each
- 2.12. List of Supplementary Equipment
 - 2.12.1. Audit CIMH camera equipment and provide a list of supplemental equipment including audio and lighting apparatus needed to facilitate the filming and production of high quality, professional videos.
- 2.13. Capacity Building
 - 2.13.1. Conduct capacity building training sessions with select CIMH personnel to ensure basic competency in photography, videography pre-production, production and post-production including but not limited to filming video, sound recording, lighting techniques, and video editing.

Deliverables produced must include capturing footage, editing, audio balancing, embedding subtitles, format exporting, archiving raw and edited work.

All deliverables, either developed by the contractor or its personnel in connection with the contract or furnished to the contractor by or on behalf of CIMH to support the performance of the contractor's obligations under the contract, are the exclusive property of CIMH; and will be used by the contractor and its personnel solely for the purposes of the contract.

3. Deliverables

- 3.1. Top, end, and transition graphics, and lower thirds for CIMH, RCC and Intra-ACP ClimSA Caribbean Programme videos and illustrations depicting the disciplines of meteorology, hydrology, climatology, agro-meteorology, and applied meteorology.

- 3.2. Postproduction of PICSA Training Workshop (Jamaica) testimonial video (1) and interview (1)
- 3.3. Postproduction of RINSTAT Training Workshop (Barbados) testimonial video (1)
- 3.4. Climate change, climate variability and the climate vulnerabilities awareness videos (3)
- 3.5. Top, end, and transition graphics, lower thirds, and B/roll for CARISAM Video Series, and filming and editing of six (6) episodes
- 3.6. CIMH World Meteorological Day Scripted Message 2024 (1)
- 3.7. CIMH World Water Day Video 2024
- 3.8. CIMH World Health Day Video 2024
- 3.9. CIMH World Agriculture Day Video 2024
- 3.10. Interviews (4)
- 3.11. Testimonials Video (4)
- 3.12. Equipment Audit and Provision of List of Supplementary Equipment
- 3.13. Capacity building in basic elements of photography, and videography pre-production, production, and post-production.

Deliverables clause

Once a contractor is selected, the contract timeline and deliverables may be appropriately amended to capture new specific developments requested by the CIMH.

4. Timeline

The duration of the consultancy is one year with an expected start date in February January 2024. Estimated duration to complete:

No.	Deliverable	Timeline
1.	CIMH, RCC, and Intra-ACP ClimSA Caribbean Programme Videos	Two weeks after start date
2.	Postproduction of PICSA Training Workshop (Jamaica) testimonial video (1) and interview (1)	Four weeks after start date
3.	Postproduction of RINSTAT Training Workshop (Barbados) testimonial video (1)	Four weeks after start date
4.	CARISAM Video Series	24 weeks after start date
5.	Capacity building in basic elements of photography, and videography pre-production, production and post-production.	Fourteen weeks after start date
6.	Equipment audit and provision of list of supplementary equipment	Two weeks after start date
7.	Climate change, climate variability and the climate vulnerabilities awareness videos (3)	Sixteen weeks after start date
8.	World Meteorological Day 2024 Scripted Video Message	Nineteen weeks after start date
9.	World Water Day Video 2024	Eight weeks after start date
10.	World Health Day Video 2024	Ten weeks after start date

11.	World Agriculture Day Video 2024	Twenty weeks after start date
12.	Interviews	Throughout project lifespan
13.	Testimonials	Throughout project lifespan

All submissions must meet the specifications outlined in the Scope of Work, Section 2.

5. Payment Schedule

Installment of Payment	Deliverables	Percentage of Payment
1 st Installment	End of 1 st Quarter	25%
2 nd Installment	End of 2 nd Quarter	25%
3 rd Installment	End of 3 rd Quarter	25%
4 th Installment	End of 4 th Quarter	25%

6. RFP Proposal Requirements

- 6.1. Full financial proposal.
- 6.2. Hourly rate for additional work beyond this scope.
- 6.3. Full work plan inclusive of time for the provision of feedback.
- 6.4. A detailed curriculum vitae of each person engaged in the execution of the work assignment including a description of main achievements.
- 6.5. A portfolio of previous video production work developed by the Consultant Firm/Consultant Team/Consultant that best aligns with the specifications of this Terms of Reference Proposal.
- 6.6. Contact details for three (3) professional referees.

All proposals should be submitted to procurement@cimh.edu.bb no later than December 29, 2023, and emails should be titled "Video Production Consultant re ClimSA".

7. Selection Criteria

The Consultant Firm/Consultant Team/Consultant should possess:

- 7.1. A Bachelor's degree in Media Communications, Journalism, Social Sciences, Humanities, or any other related field.
- 7.2. Professional certification in video production.
- 7.3. Minimum of 5 years' experience in filming and producing video products for social media, particularly YouTube.
 - 7.3.1. Seven years or more experience working with video production may be considered in lieu of an academic degree or professional certification in video production.
- 7.4. Minimum of 5 years working in Final Cut Pro editing, or other professional editing software.
- 7.5. Experience in the use of graphic design software packages for social media.
- 7.6. Proven ability to adhere to organizational branding and visual identity guidelines.
- 7.7. Strong attention to detail.

8. Evaluation and Selection Process

Submissions will be judged based on a combined scoring method – where the qualifications and quality of the proposal will be weighted a maximum of 70 percent and combined with the price offer which will be weighted a max of 30 percent. The technical part will be evaluated based on:

Evaluation Criteria – total 100 points

- 7.1. The work presented in the Consultant Firm/Consultant Team/Consultant's portfolio will be evaluated to assess the quality of work [25 points].
- 7.2. Experience and qualifications of the Consultant Firm/Consultant Team/Consultant proposed to execute the work [15 points].
- 7.3. Experience in developing engaging and impactful video productions [10 points].
- 7.4. Timeline to deliver the objectives of the assignment based on the duration of the consultancy provided in this TOR [10 points].
- 7.5. Experience working in the development sector producing high quality video productions [10 points].

Supervision of contract

Lyn-Marie Deane, CIMH Communications Specialist, ideane@cimh.edu.bb

Dr. David Farrell, CIMH Principal, dfarrell@cimh.edu.bb

Annex. Draft List of ClimSA Caribbean Project Activities 2023-2024

ClimSA Caribbean Project Activities 2023 -2024

- Participatory Integrated Climate Services for Agriculture (PICSA) Training Workshops
- National Climate Outlook Forums (NCOFs)
- Caribbean Climate Outlook Forums (CARICOFs)
- European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT) training
- R-INSTAT training
- eStation training
- Sectoral Early Warning Information Systems Across Climate Timescales (EWISACTs) meetings
- Intra-ACP Climate Services Forum
- Awareness and capacity building workshop for NHMs
- Awareness and capacity building workshop for editors and journalists
- Sector specific awareness and capacity building workshops for policymakers (3)