

TERMS OF REFERENCE

TECHNICAL ASSISTANT (TA) TO SUPPORT THE VISUAL AND AUDIO DOCUMENTATION OF THE KENYA COORDINATING MECHANISM MILESTONES, ACHIEVEMENTS AND LESSONS LEARNT IN THE FIGHT AGAINST HIV/AIDS, TB, AND MALARIA FOR THE GRANT PERIOD 2018 – 2021

Background

The Kenya Coordinating Mechanism (KCM) for Global Fund is a multi-sectoral mechanism for the public, private partnership, aiming at harnessing the full potential of partners and resources to fight HIV and AIDS, Tuberculosis and Malaria in Kenya.

KCM membership is drawn from Nine primary sectors which include government (National & Counties), communities of people living with and/or affected by HIV, TB and malaria, NGOs, Key Affected Populations, Faith-Based Organizations, Adolescent and young persons both Informal and Formal Private sectors, and Bi & Multilateral developments partners in the country.

The core functions of Kenya Coordinating Mechanism include;

- Coordinate the development and submission of funding requests to the Global Fund
- Nominate Principal Recipients responsible for the implementation of Global Fund grants;
- Oversee grant implementation

The current Global Fund grant to Kenya will be closing out on 30th June.2021, the new grant for the implementation period 2021 to 2024 is expected to roll out on 1st July 2021.

It is against this background that the KCM is seeking a consultant to lead the process of developing an audio/visual documentary whose aim is to put together experiences, lessons learned, challenges, and achievements realized during the 2018-2021 implementation period.

The documentary will be helpful in Creating awareness/ encourage stakeholders' participation in the fight against the three diseases and domestic resource mobilization

Objectives of the Assignment

The overall objective is to develop a comprehensive digital documentary of the KCM highlighting lessons learned, challenges, and achievements realized during the 2018-2021 implementation period. This will be used to guide the programming and implementation of Global Fund Grants in Kenya

Specific Objectives

- To undertake a literature review of country experiences/achievements/Lessons learned on the implementation of Global Fund Grants in Kenya during 2018-2021
- To undertake stakeholder consultations, including but not limited to Communities, beneficiaries, non-state actors, KCM members, KCM Oversight Committee members, KCM Secretariat, ICCs, Council of Governors, state and non-state PRs, NACC, NASCOP, TB Programme, Malaria Program, RSSH Department, KEMSA, National Reference laboratory, communities and development partners
- To facilitate discussion /build consensus/ develop audiovisual digital documentary of the KCM highlighting lessons learned, challenges, and achievements realized during the 2018-2021 implementation period
- Present the audio-visual digital documentary to the KCM for approval

Methodology

1. Undertake document assembly and review of documentation of KCM including PR reports by disease by PR
2. Key Informant Interviews with KCM Members, Alternates, and other stakeholders
3. Short background “Voice Overs” with experts
4. Script’s development, which includes questions and answers for each informant
5. Determine a range of ideal locations, music, and lyrics ideal for the documentary
6. Edit and finalize the audio-visual documentary, and reproduce and pack in branded DVDs

Expected Outputs

Phase 1: Pre-Production Phase

1. Documentary outline including key issues to be covered
2. Key Informant/Cast list

3. Scripts for each key informant/interviewee
4. Shot/location list
5. Background music and sound
6. Samples of DVD cases

Phase 2: Post Production Phase

1. Unedited audio-visual documentary
2. Finalized audiovisual document packed in the branded casing
3. Video clips running for a minute to 15 minutes (abridged versions)

Period of Assignment

13th April to 15th May 2021

Payment Structure

The KCM shall pay the Consultant in 3 phases Upon completion of deliverables as stated above. Payments will be made subject to a 5% withholding tax.

Reporting Structure

The consultant will work with the KCM Secretariat and thereafter present the audio-visual documentary to the Management Committee for review and finally to KCM for review and Approval.

Consultant Qualifications

1. Minimum Requirements: Masters/ expert in journalism, mass communication, media studies, filming, digital, editorial skills, and a track record in the same kind of work.
2. Added advantage: Experience in publishing/documenting HIV/AIDS, TB, Malaria, Key population, Adolescents, Girls and Young Women and Communities related work
3. Ability to meet tight deadlines.