



**Monrovia, 02/22/2021**

**Subject:** Call for Media Consultant for Video Documentary

**Ref. project:** AID 11516

**Deadline:** 02/28/2021 hr. 16.00 pm

### **AIFO Liberia**

The “Association Friends of Raoul Follereau” (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focusses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, The Republic of Liberia; accreditation number 0094.

AIFO is seeking a qualified and proven with evidence Independent Media Consultant to produce a 30-minute quality video documentary to tell the success stories and impact of AIFO-Liberia work in Montserrado, Bong and Nimba Counties.

### **OBJECTIVE:**

To capture and produce quality videos of AIFO-Liberia impact and success stories from beneficiaries from the three counties

### **OUTLINE:**

- We want to document our success stories, showcase meaningful impact that AIFO has made on the lives of hundreds of thousands of People with Disabilities.
- The video documentary will be the views of AIFO program beneficiaries, Implementing Partners, government officials and key program staff of AIFO-Liberia
- AIFO Communications team will work closely with the selected Media Consultant to travel to the counties and guide the process with technical aspects of AIFO programs and projects.

### **DEADLINES:**

- First draft video after edit should be ready and turned in by **March 15**
- Second draft video after edit should be ready and turned in by **March 18**
- Final video after edit should be ready and turned in by **March 25**

### **RESPONSIBILITIES:**

- The Media Consultant will be accompanied by AIFO Communications Team in the counties for the purpose of recording video and shots as well as writing news stories and documentary as spelt out in the objective, ensuring that content is well-edited, documented and ready to be shared.
- Develop the documentary film’s overall concept and scenario;
- Interview selected beneficiaries for the film who will include actual beneficiaries, local government officials, Implementing Partners and key program staff of AIFO-Liberia;
- Visit and interact with the local communities who’ve been impacted by the AIFO’s programs to get context.
- Develop the documentary script and storyboard to be used in the recording.

AIFO-Liberia

AIFO Liberia – 19th Street (Ocean side), Sinkor, Monrovia  
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Accreditation#: 0094-Ministry of Planning and Economic Affairs, Republic of Liberia



- Perform appropriate video filming and shoot interviews with the major beneficiaries and stakeholders.
- Present two draft video documentary to AIFO-Liberia Liberia Communications Team for review and validation
- Produce and present a FINAL documentary video and a promotional preview

### **EXPECTED OUTCOMES**

- The consultant will shoot the photos and Video;
- The consultant will produce a FINAL documentary video;
- The consultant will share the raw photos and videos taken on-site;
- The consultant will share 1 (60 second) preview video suitable for social media, ready to publish;
- Share the in-edit video version with AIFO-Liberia on a CD or external disc
- Confidentially, professionalism and integrity will be guaranteed
- Willingness to work and live under very basic conditions for some time during the filming

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

The consultant will be required to have:

- 3 and above years of experience working in similar field;
- Extensive experience in producing development work related documentaries for international organizations with the aim of reaching both local and international audiences;
- Experience in working with local and international organizations;
- Local Knowledge of the counties will be an added advantage;
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production;
- Experience in development communication will

### **HOW TO SUBMIT APPLICATION**

Application submissions should be sent through Email: [aifoliberia@gmail.com](mailto:aifoliberia@gmail.com)

The following must be included in all submissions:

1. Technical financial proposal, budget, and expression of interest;
2. Work plan including proposed timeline;
3. Detailed budget of costs and CV of lead and team evaluator;
5. At least three samples of previous work done

**Note:** The selection will be based according to the best value for money principle.

Please consider that your proposal must be submitted at the latest by 02/28/2021.



**Monrovia, 02/22/2021**

**Subject:** Tender Notice for Graphic Novel Layout and Print

**Ref. project:** AID 11516

**Deadline:** 02/28/2021 hr. 16.00 pm

### **AIFO Liberia**

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AIFO is seeking a qualified and proven with evidence Printing Press Agency to layout and produce a 50-page Graphic Novel book using A3 size/layout and glossary paper to document the success stories and impact of AIFO-Liberia work in Liberia.

### **OBJECTIVE:**

For Printing Press agency to provide technical service in graphic design, creative concepts, formatting and layout, and illustrations to support the production a soft copy of 500 hard copies of Graphic Novel that tell stories about AIFO-Liberia impact in Liberia

### **DEADLINES:**

- First draft production in softcopy and hard copies should be ready and turned in by **March 20**
- Second production in softcopy and hard copies should be ready and turned in by **March 25**
- Final production in softcopy (both PDF and in-edit versions) and hard copies should be ready and turned in by **March 27th**

### **RESPONSIBILITIES:**

- Layout, design and print a 50-page booklet that tells stories about AIFO-Liberia impact in Liberia
- Ensuring that content is well-edited, documented and ready to be shared.
- Develop the overall concept and scenario of the booklet;
- Work with AIFO-Liberia Liberia Communications Team for photos and writing content
- Produce and present a FINAL soft copy in PDF and in-edit versions and a hard copy

### **EXPECTED OUTCOMES:**

- Share the in-edit Graphic Novel version with AIFO-Liberia on a CD or external disc
- Confidentially, professionalism and integrity will be guaranteed
- Attend brainstorming workshop at AIFO office with project staff;
- Content for the publications (text, cartoons and photographs) will be provided by AIFO;

### **REQUIRED QUALIFICATIONS & EXPERIENCE:**

- A registered Printing



- At least 5 years proven work experience in graphic design with proven record in Graphic Novel design
- Proven experience in development communications and social change materials through participatory processes
- Past experience in designing materials for Humanitarian or development sector.
- Knowledge of English and local language and culture is essential.
- Creativity
- Knowledge and use of principles of good design
- Attention to detail
- Ability to work to deadline is vital
- Demonstrated visual communication skills and good written communication skills

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The following must be included in all submissions:

1. Technical financial proposal, budget, and expression of interest;
2. Work plan including proposed timeline;
3. Detailed budget of costs and CV of lead and team evaluator;
5. At least three samples of previous work done

**Note:** The selection will be based according to the best value for money principle.

Please consider that your proposal must be submitted at the latest by 02/28/2021.