



MONITORING FOR FINANCIAL SAVINGS (M4FS) PROJECT

Terms of Reference for Consultancy to Undertake an Endline Video Documentary

Project Title: Monitoring for Financial Savings

Organization: SEND GHANA

Duration: 20 working days from the signing of contract

Background

SEND GHANA, in partnership with **Integrity Action**, is implementing a project dubbed “**Monitoring for Financial Saving**” (**M4FS**) in which groups of citizens in five (5) districts (Tamale, Yendi, Savelugu, Tolon, and West Gonja) in Northern and Savannah regions have been enabled to monitor the delivery of infrastructure projects in the health, education, WASH, and other sectors within their communities with funding from public sources including DACF, GETFUND, IPEP, etc. These groups of citizens track the delivery of these infrastructure projects, highlight problems and engage in a dialogue with key government officials, contractors, and other duty-bearers to seek a range of improvements to how these projects are delivered.

SEND GHANA and Integrity Action’s long experience of citizen monitoring approaches tells us that such approaches have the potential to improve services like education, health, or infrastructure. While we have seen teacher absenteeism improve, facilities upgraded, and infrastructure provided to communities among others, we lack evidence of what these improvements mean in financial terms. Thus, among other things, the project sought to answer the following questions:

- How much public money is saved when a particular service or project is improved through monitoring?
- By what kind of mechanisms or pathways might that money be saved?
- Under what conditions is the money saved greater than the money spent on monitoring?

Evidence in response to these questions could help make a compelling argument for the value of these approaches. The effects of the COVID-19 pandemic on the country’s finances, which has resulted in renewed calls for efficiency in government spending, make this kind of evidence particularly important.

Project Goal

Infrastructure projects in the districts are efficiently delivered to meet citizens’ needs through improved transparency, accountability, and citizen participation.

Project Outcomes

1. Citizen monitoring groups have enhanced capacity, opportunity, and motivation to highlight problems with infrastructure delivery and seek solutions.
2. Mechanisms for information sharing and engagement between citizens and local government regarding infrastructure projects are inclusive, utilized, and effective (i.e., they lead to actions that improve infrastructure delivery).

- Duty bearers (including district assembly members, planning officers, and district engineers) incorporate citizen views and reports into decision-making and action planning for infrastructure projects.

Introduction

To establish the progress of the M4FS project in achieving the project outcomes in the five (5) project districts from the perspectives of both supply (government) and demand side (citizen) stakeholders, we seek the service of a professional journalist with video-making/filmmaking capability to appraise the project implementation against the project outcomes as outlined above using video evidence.

Objectives of the Assignment

The objective of the assignment under this consultancy is to produce a video documentary and two stories for publication online and on national TV on citizen-led infrastructure projects in the M4FS project districts:

Scope of the Assignment

The main tasks to be undertaken under this assignment include:

- Ascertain and document the state of execution of infrastructural projects in education, health, and WASH sectors monitored by citizen monitors in the five (5) project districts.
- Assess and document the current state of citizens' participation in the monitoring of infrastructure projects and decision-making regarding such projects in the education, health, and WASH sectors in the target districts (this includes capacity, gender composition of monitoring groups etc.)
- Assess and document stakeholders' perspectives on the contribution of citizen monitors to infrastructure development in the target communities.
- Develop two (2) news stories for broadcast online and national TV, in addition to a video documentary capturing the above points.

Timeframe

The consultant is expected to complete the assignment in **twenty (20) working days** after the contract has been signed.

Expected Outputs / Deliverables

<i>Task</i>	<i>Deliverable/Output</i>	<i>Timeline (In days)</i>
1. Develop and submit a detailed plan/schedule with an accompanying storyboard for undertaking the assignment	Detailed plan/schedule and storyboard developed and submitted	3
2. Undertake fieldwork in project districts and communities	Video shots captured	5
3. Editing and voice-over	Editing and voice-over done	5
4. Submit draft video documentary for review	Draft video documentary submitted	1
5. Submit final endline video documentary	The final video documentary submitted	4

6. Develop two (2) news stories and facilitate their publication online and on a national TV	Two news stories developed and aired on a national TV	2
Total number of days		20

Reporting

The consultant will report to **Mr. Mumuni Mohammed, Northern Regional Program Manager, SEND GHANA** on all issues related to the consultancy. The consultant will acknowledge **Integrity Action** as the funding organization of the project in all its communication materials.

Expression Of Interest

The Consultant should express his/her interest in this call by submitting an invoice and a sample clip (1-5 minutes) of a recent documentary to SEND GHANA via electronic mail to info@sendwestafrica.org and Joana@sendwestafrica.org or hard copies to:

SEND GHANA Office
A28 Regimanuel Estates,
Nungua Barrier
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All documents should be submitted by the close of work on Friday, 6th October 2023. Only selected candidates will be contacted. SEND GHANA is an equal-opportunity employer. Hence, women are encouraged to apply.

Intellectual Property

All information pertaining to this project (documentary, audio, project documents) that the firm may come into contact with, during the performance of its duties under this consultancy shall remain the property of SEND GHANA. Thus, SEND GHANA has exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor be used without the written permission of SEND GHANA. National and international copyright laws will be applied in cases where these provisions are flouted.

Required Expertise and Qualifications

- The Communications Consultant / Company should possess a minimum of (2) two years of professional experience in producing documentary works in relevant field
- Possesses strong interpersonal and networking skills.
- Has the ability to work within a limited time frame.