



**CONSULTANCY SERVICES TO DEVELOP A DOCUMENTARY ON
THE PAN-AFRICAN PARLIAMENT**

Procurement number: PAP/PROC/001/20

1.0 Introduction

The **Pan-African Parliament** (PAP) was established in March 2004, by Article 17 of the Constitutive Act of the **African Union**, as one of the nine Organs provided for in the Treaty Establishing the African Economic Community signed in Abuja, Nigeria, in 1991. The Protocol establishing the PAP was ratified by 49 Member States.

The total number of Members of the PAP is 275. Article 4 of the Protocol establishing the PAP requires that each national Parliament be represented by five members, at least one of whom must be a woman. The representation of each member state must reflect the diversity of political opinions in each National Parliament or deliberative organ. According to Article 5 of the same Protocol, the Pan-African Parliamentarians are elected or designated by the national Parliaments of the Member States.

The establishment of the Pan-African Parliament is informed by a vision to provide a common platform for African peoples and their grass-roots organizations to be more involved in discussions and decision-making on the problems and challenges facing the continent.

The seat of the Parliament is in Midrand, South Africa. The Pan-African Parliamentarians represent all the peoples of Africa. The aim of the Pan-African Parliament is to evolve into an institution with full legislative powers, whose members are elected by universal adult suffrage.

The specific objectives of the Pan-African Parliament are to:

- 1) Give a voice to the African peoples and the Diaspora;
- 2) Facilitate the effective implementation of the policies and objectives of the African Union;
- 3) Promote the principle of human rights and democracy in Africa;
- 4) Encourage good governance, transparency and accountability in Member States;

- 5) Familiarize the peoples of Africa with the objectives and policies on the political and socioeconomic integration of the continent;
- 6) Promote peace, security and stability;
- 7) Contribute to a more prosperous future for the peoples of Africa by promoting collective self-reliance and economic recovery;
- 8) Facilitate cooperation and development in Africa;
- 9) Strengthen continental solidarity and build a sense of common destiny among the peoples of Africa;
- 10) Facilitate cooperation among Regional Economic Communities and their Parliamentary fora;
- 11) Encourage National and Regional Parliaments to ratify and integrate treaties adopted by the AU into their legal systems;
- 12) Cooperate with National and Regional Parliaments and similar bodies within and outside Africa as well as civil societies, community-based organizations and grassroots organizations;
- 13) Invite and encourage the full participation of the African Diaspora as an important part of the African peoples in the building of the African Union in accordance with modalities approved by the Assembly.

2.0 OBJECTIVES OF THE DOCUMENTARY

The overall objective of the documentary is to provide an overview of the Pan-African Parliament since establishment, highlight its work and its achievements to date, challenges encountered and prospects for a fully-fledged continental Parliament.

3.0 SCOPE OF WORK AND TECHNICAL REQUIREMENTS

A. Production of documentary on the Pan-African Parliament.

The documentary must be highly informative capturing the key activities of the Parliament.

The documentary should be fact driven and motivational, narrated from the perspective of the African Union and Pan-African Parliament with interviews from designated Members of the Bureau and Secretariat of the Pan-African Parliament, stakeholders such as Speakers and Clerks from National Parliaments, Ambassadors, as well as Civil Society Organisations (CSOs).

The documentary should be produced in English at highest market quality standards, high-definition, with clean stylistic touches.

Voice over and subscribing language adaptations will be required in Arabic, French and Portuguese. The Pan-African Parliament will provide the required translated transcripts.

The total running time of the documentary should not exceed 20 minutes.

The entire documentary production (i.e. writing, filming, editing, voicing/narration etc) should be done by the contracted individuals, delivering a final ready-to-air product in broadcast standards and in HD technology format 16:9.

The **PAP Media and Communications Unit** will provide the Consultant with a story board and initial script for direction.

The entire development and production process will be closely monitored by the Media and Communications Unit, the Clerk of Parliament, and Bureau of the Pan-African Parliament. Continuous review, comments and thematic inputs and support will be provided if required.

The Pan-African Parliament as well as the Executive Producer of the documentary will have rights over the **“FINAL CUT”** of the documentary as well as the creative, editorial and technical direction of the documentary.

A detailed timeline, work plan and draft outline should be included in the bidding document.

B. Production Schedule

1. The Consultant shall commence the work as soon as possible, immediately upon signing the contract.
2. An amended and detailed timeline, amended work plan and draft outline should be submitted within 3 days of the inception meeting.
3. The Pan-African Parliament will avail video and photo archives to enable the Consultant to perform the required task. In addition, the Consultant is required to conduct/record interviews during the March Sitting of the Permanent Committees.
4. The rough cut of every phase of the documentary should be provided to the Executive Producer, i.e. The Bureau and Media and Communications Unit for review, comments and approval.
5. The final products i.e. the documentary as well as all the raw material and project files, should be delivered to the Media and Communications Unit on an external HDD no later than **15 April 2020.**

C. Qualifications and experience

Education background: Preference will be given to applicants with a relevant Degree in: Film Production / Communication Design / Visual Communication and Design or any other relevant field.

Technical skills

1. Minimum of five (5) years documented work experience in the area of film/reportage/documentary writing, producing, directing and editing.
2. Access to highest quality filming, light, sound and editing equipment.
3. Ability to conduct research and in-depth interviews to extract most relevant information that will build the storyline of the documentary.
4. Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism;
5. Ability to communicate and conduct interviews in English.
6. Track record of successful materials filmed on the African continent or on the African Union related themes or topics.

D. Creative Direction

1. Brief letter, describing previous experience on similar projects as well as proposed creative direction for the documentary.
2. Creative ideas and suggestions are encouraged.

E. Remuneration

Payment will be a fixed amount of **USD 20,000**. This amount includes all the Consultant's professional fees, and profits as well as any tax obligation that may be imposed on the Consultant. This is a lumpsum contract. All travel related expenses will be covered by the AU in line with the Guidelines governing travel and DSA.

F. Timeline

Proposed filming plan and timeline for all phases in pre-production, production and post-production.

G. Eligibility

The responding individuals or companies are expected to provide the following:

1. Three links to work samples demonstrating most relevant previous productions
2. Three references (with contact information) from previous clients
3. Detailed list with technical information of the equipment intended for use, including camera, light, sound, editing software etc.

APPLICATION:

Short-listed Consultants will be invited to participate in a call or physical meeting to further present and clarify their ideas.

DELIVERRABLES AND TERMS OF PAYMENT

Payments will be processed upon delivery of the following stages along with invoices:

1. Amended, detailed timeline, work plan, draft outline, detailed budget and shooting schedule (30%)
3. First cut of documentary on AWD (40%)
4. Project files and all raw material, final cut of the documentary (30%)

Assessment of CVS

CVS will be assessed on the experience, education, skills and training as indicated in this TOR. The minimum score is 70 points.

Technical Evaluation Criteria

No.	Criteria	Maximum Score
1.	<ul style="list-style-type: none">• Minimum of five (5) years documented work experience in the area of film/reportage/documentary writing, producing, directing and editing;	25
2.	<ul style="list-style-type: none">• Three links to work samples demonstrating most relevant previous productions• Track record of successful materials filmed in the African continent	30
3.	<ul style="list-style-type: none">• Methodology, work plan and technical approach	20
4.	<ul style="list-style-type: none">• Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary.	25
TOTAL		100

Submission of CVS

The Pan-African Parliament reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines.

In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the Pan-African Parliament.

The Contractor/Consultant undertakes to maintain confidentiality on all information that is not for the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Contractor/Consultant shall undertake to refrain from promoting any political or religious beliefs in the documentary.

Bidders are requested to submit the following documents for PAP's consideration as an attachment to the proposal.

a) Technical Proposal on:

- * Understanding and interpretation of the TOR
- * Methodology to be used in undertaking the assignment
- * Time and activity schedule

b) Financial proposal

Bids should be submitted in a sealed envelope marked or labelled: The **PAN-AFRICAN PARLIAMENT DOCUMENTARY** to the address below, not later than the date and time given below. Bids received after the deadline will be rejected.

Deadline: Monday, **17 February** 2020 at **16h00** local time.

The Procurement Office
Pan-African Parliament
19 Richards' Drive
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