



**African Biodiversity Network (ABN)**

---

**Terms of Reference (ToR) for  
Post-Production of a  
Project Summation Documentary**

## 1 Background

The African Biodiversity Network (ABN) is a growing network of individuals and organizations across Africa, united by a shared vision of vibrant, resilient communities living in harmony with their Natural and cultural environments. The ABN envisions a future where Africa's biological, cultural, and spiritual diversity is celebrated and protected, ensuring a sustainable and equitable path for all. To achieve its goals, the ABN's work is implemented under various thematic areas and cross cutting functions, that include; **Community Seed and Knowledge (CSK); Community Ecological Governance (CEG); Youth, Culture, and Biodiversity (YCB); Gender Mainstreaming and Actions; Advocacy and Policy; Communication; Network Practice and Partnership Building.**

The ABN works with a diverse range of implementing partners, including community-based organizations, CSOs, and government agencies, across 18 African countries. These partners collaborate with local communities, to implement agreed-upon interventions and projects. Beneficiaries often include farmers, pastoralists, herders, fishermen, and traditional leaders who rely on natural resources for their livelihoods.

Through collaborations with various financing partners, the ABN contributes to its goals staggered in strategic plan for specified period. Hence, the ABN under one of its three-year projects aimed at conserving bio-cultural diversity and restoring ecosystems in Africa is developing a summation documentary for its work. This project is carried out in 14<sup>1</sup> countries through 21 partners, contributing to improved livelihoods and environmental sustainability.

The project focuses on specific biodiversity hotspots and threatened ecosystems, such as forests, agricultural landscapes, wetlands, and marine ecosystems.

## 2. Scope of the assignment

The African Biodiversity Network is dedicated to the preservation and promotion of indigenous knowledge, bio-cultural diversity, and agroecology across Africa. To support its mission, the ABN is producing two documentaries (8 and 15 minutes), a photo magazine (12-16 pages), and a newsletter (16-20 pages) to tell the project's contribution to biocultural diversity during its life. The ABN seeks a qualified post-production service provider to finalise these materials, ensuring they meet our quality and branding standards.

## 3. Objective

The objective of this ToR is to outline the requirements for the post-production of the two documentaries, the production, editorial, layout and design of a photo magazine, and the newsletter. The final products should be visually appealing, professionally edited, and aligned with ABN's messaging and aesthetic.

---

<sup>1</sup> Benin, Cameroon, Central African Republic, Egypt, Ethiopia, Gabon, Kenya, Morocco, South Africa, Tanzania, Rwanda, Togo, Uganda, and Zimbabwe.

## 4. Scope of work

The service provider will be responsible for the following tasks:

### 4.1 Documentaries (8 and 15 minutes):

- Video editing: Cut and assemble footage into the final sequence, ensuring smooth transitions, appropriate pacing, and logical narrative flow.
- Sound design: Enhance audio quality, including background music, voiceover synchronisation, and sound effects, ensuring clarity and impact.
- Colour grading: Adjust colours and tones to enhance the visual quality of the footage, maintaining a consistent and professional look.
- Graphics and titles: Incorporate any necessary lower thirds, titles, captions, and credits according to ABN's requirements.
- **Final output: Provide the documentaries in high-definition formats suitable for online distribution, presentations, and archiving.**

### 4.2 Photo magazine (12-16 pages)

- Layout and design: Develop a visually engaging layout for the magazine that showcases ABN's activities, with a focus on storytelling through images and concise, impactful text.
- Photo editing: Edit and retouch images for optimal clarity, colour, and consistency, maintaining high resolution for print and digital use.
- Content integration: Ensure that all provided content (text and images) is well-integrated, with a logical flow and adherence to ABN's branding.
- **Final output: Deliver print-ready files in PDF format and web-optimised versions for digital distribution.**

### 4.3 Newsletter (16-20 pages)

- Article production: Write 10 captivating articles from the raw footage with a regional balance.
- Layout and design: Create a newsletter design that is coherent with ABN's branding and previous publications, while also allowing for easy readability and engagement.
- Proofreading and editing: Review the content for grammatical accuracy, consistency, and overall quality.
- **Final output: Provide a print-ready PDF and an optimised digital version for email distribution and web posting.**

## 5. Deliverables

The service provider is expected to deliver the following:

- Documentaries: Final edited versions of both the 8-minute and 15-minute documentaries in high-definition formats.
- Photo magazine: A 12–16-page print-ready PDF and a web-optimised version.
- Newsletter: A 16–20-page print-ready PDF and a web-optimised version.

## 6. Timeframe

The project is expected to commence on **September 9th, 2024** and be completed by **October 4th 2024**. The service provider will be required to submit drafts for review and feedback at agreed- upon milestones throughout the process.

## 7. Qualifications

The service provider should have:

- Proven experience of at least 10 years in video post-production, particularly in creating short documentaries.
- Expertise in graphic design and layout for print and digital publications.
- A diverse portfolio showcasing similar work, preferably within the non-profit or environmental sector with recent similar assignments for the past 3 years.
- Familiarity with ABN's related work and an understanding of biodiversity and agroecology issues.
- Broad understanding about perspectives of projects for community development work in Africa.

## 8. Submission requirements

Interested service providers should submit:

- A detailed proposal outlining their approach to the project, including timelines.
- A budget estimate, broken down by task and in USD.
- Relevant samples of past similar assignments.
- At least 2 references from previous clients.

## 9. Evaluation criteria

Proposals will be evaluated based on:

- Relevant experience and quality of portfolio.
- Understanding of the project objectives.
- Proposed methodology and timelines.
- Cost-effectiveness.
- References and past client feedback.

### 9.0 Application process

Interested but qualified consultants are encouraged to submit their proposals to [abnsecretariat@africanbiodiversity.org](mailto:abnsecretariat@africanbiodiversity.org) and cc [venter.mwongera@africanbiodiversity.org](mailto:venter.mwongera@africanbiodiversity.org) by **August 31st, 2024**. For any enquiries, please contact the **Secretariat on +254 722923947**.