



TERMS OF REFERENCE (TOR)

End-of-Project Documentary Production Consultant

Background

The Independent Medico-Legal Unit (IMLU) implemented projects that contributed to promoting accountability, peace, and the protection of human rights in Kenya.

As both projects end, IMLU seeks to engage a consultant to produce two high-quality documentary films, one for each project. The documentaries will capture the projects' journeys, key achievements, lessons learned, and impact on institutions, communities, and rights holders. They will serve as tools for accountability, advocacy, donor reporting, learning, fundraising, and organizational visibility.

Purpose of the assignment

To produce two compelling end-of-project documentaries, each capturing the journey, achievements, outcomes, lessons learned, and impact of one of the respective projects. The documentaries will demonstrate the projects' contributions to advancing accountability, promoting peace, preventing violence, protecting human rights, and strengthening institutions and communities, while amplifying the voices and experiences of key stakeholders and beneficiaries.

Objectives

The documentaries shall:

1. Showcase the overall achievements, outcomes, and impact of each project.
2. Highlight strengthened accountability mechanisms, institutional reforms, and community-led initiatives that advance human rights, peacebuilding, and conflict prevention.
3. Capture the experiences and perspectives of survivors, community members, duty bearers, project partners, and other beneficiaries.
4. Document lessons learned, good practices, success stories, and recommendations to inform future programming.

5. Generate high-quality, evidence-based visual content for advocacy, donor reporting, organizational learning, resource mobilization, and public awareness.

Scope of work

The consultant shall:

Pre-production

- Hold an inception meeting with the IMLU project, monitoring, and communications teams.
- Collaborate with the IMLU team to develop a documentary concept, storyline, script outline, filming schedule, and interview guide.

Production

Conduct filming in Nairobi and Western Kenya for key interviews with:

- Survivors of torture and related violations.
- Representatives from relevant state agencies.
- Community leaders and human rights defenders.
- Religious leaders and faith-based organisations
- Youth and women human rights defenders
- IMLU leadership and project staff.
- Donor agency representatives

Post-production

- Edit and produce the documentaries.
- Integrate graphics, subtitles, voice-over narration, project statistics, photographs, and archival footage where necessary.
- Incorporate IMLU and donor branding guidelines.
- Revise drafts based on feedback from IMLU.

Expected deliverables

1. An inception report, including documentary concepts, storyboards, and filming schedules for both documentaries.

2. In collaboration with MERL and Communications Leads, conduct field visits to collect footage in Western Kenya and Nairobi. IMLU will facilitate ground travel.
3. Two documentaries of 15–20 minutes each.
4. Two teaser videos (60–90 seconds), one for each documentary.
5. Ten thematic video clips (30–60 seconds) extracted from both documentaries for digital platforms. (5 videos per documentary)
6. English subtitles and caption files for both documentaries.
7. Raw footage, photographs, project files, and full usage rights transferred to IMLU.
8. Final production package delivered in HD and web-ready formats for both documentaries.

Methodology

The consultant is expected to use a participatory and ethical approach that prioritizes informed consent, dignity, confidentiality, and the safety of survivors and vulnerable interviewees.

Duration

The assignment is expected to be completed within 30 days from contract signing.

Consultant qualifications

The consultant/firm should demonstrate:

- At least three years of experience producing development, human rights, governance, or social impact documentaries.
- Proven experience documenting donor-funded projects.
- Strong storytelling, scripting, filming, and editing capabilities.
- Experience handling sensitive human rights and survivor-centered stories.
- Availability of professional filming and editing equipment.
- Submission of at least three similar documentary samples.

Reporting

The consultant shall report to the Communications Lead and work closely with the Monitoring, Evaluation, Research and Learning (MERL) Lead and Project Team.

Ownership

All footage, photographs, scripts, edited videos, and related materials produced under this assignment shall remain the property of IMLU.

Evaluation Criteria

The Evaluation Committee shall assess all proposals based on their responsiveness to these requirements:

- i. Technical and financial proposals.
- ii. Company profile (for firms) or CV (for individual consultants).
- iii. Valid certificate of incorporation/registration (where applicable).
- iv. Valid PIN/VAT registration certificate.
- v. Links to at least three (3) documentary samples of similar assignments.
- vi. Confirmation of availability to complete the assignment within the stipulated timeframe.

Submission of bids

Applications should be sent to procurement@imlu.org by **10th August 2026** with the title of the assignment “End of Project Documentary” in the subject line of the email.

NB: Only shortlisted firms/ Candidates shall be contacted