

TERMS OF REFERENCE (ToR)

(AHEAD/RA3/DOR-HEMS/PDN/ARTS/OVAA/26)

Contractor to document good practices and innovations developed under the AHEAD/RA3/DOR- HEMS/No. 20's Collaborative Action Research study in selected schools at the Central Province, Sri Lanka

Duration: 30 days from the signing of the agreement

1. Background: The development of the higher education sector is of central importance to enable Sri Lanka to make the transition from a Lower-Middle Income Country (LMIC) to an Upper Middle-Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed, to support the higher education sector through a Bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

2. THE OPERATION

Accelerating Higher Education Expansion and Development (AHEAD) operation is organized into two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a systems strengthening, capacity building and technical assistance component that will assist GoSL to strengthen the higher education sector and achieve the objectives of the AHEAD program component. This second will also cover monitoring and evaluation, policy analyses, program coordination and communication.

The implementing agency is the Ministry of Higher Education and Highways (MHEH). The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operations Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the MHEH, UGC, and the universities.

AHEAD has three Results Areas:

Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development

Results Area 2: Improving the Quality of Higher Education

Results Area 3: Promoting Research, Development and Innovation

The Department of Education, Faculty of Arts, of the University of Peradeniya won a Development Oriented Research Grant under the Result Area 3 of the AHEAD operation to conduct a Collaborative Action Research (CAR) study titled: 'Mathematics Education for the 21st Century: A study of improving teaching and learning at the junior secondary level in Sri Lanka'.

2. Purpose of the assignment: The Department of Education, Faculty of Arts is seeking a professional videographer team to supply video production services to document good practices and innovations introduced by the field assistants (Teachers and officers) in collaboration with the research team to enhance mathematics teaching and learning while instilling 21st century skills among learners at the junior secondary level. The materials produced will be used for sharing the research-based knowledge with mathematics teachers, learners, and other relevant stakeholders.

3. Objectives of the Contract:

The contractors shall provide the DOR project of the Department of Education with videography services on the good practices and innovations of mathematics teaching and learning to support the dissemination of such practices among mathematics teachers, learners, and other stakeholders at the junior secondary level of Sri Lanka.

4. Details of how the work should be delivered: The Contractor will be expected to deliver any of the following as required during the whole duration of the contract:

- Production of video (script writing, videography, editing, audio balancing, sub-titling, format exporting, archiving raw and edited work etc.) according to the University standards. All videos produced must be of the highest quality to adequately represent the organization. The optimal standards are: 1080 25p/1080 29.97p or 30p. All material should be shot in 16:9, HD 1080;
- The contractors shall use their own HD quality video camera and professional editing software.
- Edit the footage in line with the script agreed and approved by the Coordinator and the DOR research team and produce a professional quality package / report / PSA of broadcast quality.
- Record and edit narration / voice over where needed in according with guidance from relevant Coordinator and the DOR research team.
- Embed sub-titles in the video as per need.
- Audio balance the final product and convert it in formats for use on TV and web.
- Clearly identify location, name and age of interviewees, quotes and any relevant details.
- Include the university logo and crediting of Department of Education ownership for the produced videos.
- Archive the edited output in DV and DVD format along with a professional log.

5. Deliverables and delivery dates:

Number	Deliverables	Deadline	Duration
1.	Production of 10-15 videos with various type of durations ranging from 01 min to 40 min. The production will involve, but will not be limited to: - Creation of the general concept of the videos - Development of the detailed scenarios of the videos. - Coordination and approval of the scenarios with DOR team. - Video production (types of content: minidocumentary, short video stories, etc.) - Sinhala/ Tamil voice titrations and English subtitles on and as needed basis;	30 days from the signing of the agreement	30 days

	<ul style="list-style-type: none"> - Post-production (assembly, sound, processing, etc.); - Delivery of the final video in different formats (for TV, and online). 		
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6. Reporting requirements

The contractor will report to the coordinator of the DOR project, who will regularly communicate with the contractor and provide feedback and guidance on their performance and all other necessary support so to achieve objectives of the assignment, as well as remain aware of any upcoming issues related to contractor's performance and quality of work. All activities and deliverables undertaken by the contractors shall be discussed and planned in consultation with DOR research team of the Department of Education. The contractor is expected to deliver each component of the works plan electronically.

7. Performance indicators for the evaluation of results:

The evaluation of the contractor's performance will be based on:

- Completion of tasks specified in ToR;
- Compliance with the established deadlines for submission of deliverables.
- Quality of work;
- Demonstration of high standards of work with the DOR team, the field assistants and the schools.

8. Qualifications and experience:

The contractor is expected to possess the following qualifications:

- At least five years of experience in videography/video editing, experience of editing using Final CutPro, AVS VideoEditor, Adobe After Effect, Lightworks, Blender
- Demonstrated experience of conception, production and editing of mini video documentaries and Public Service Announcements (PSAs);
- Experience covering educational and classroom settings will be an asset;

9. Technical and financial proposal:

Interested contractors will submit a Technical and Financial Proposal, with description of their experience, as well as a portfolio of previous works.

9.1. Structure of the Technical Proposal

The Technical Proposal should include, but not be limited to, the following:

- Short profile, including CV, diploma of videography-related studies, references;

- Detailed individual portfolio (web links to produced videos) showcasing range of work (i.e. PSAs, interviews, documentaries, etc.);
- Demonstrated experience in videography on social issues;
- Production capabilities: quality video production, including related hardware and editing software.

9.2. Financial proposal

The financial proposal shall specify an all-inclusive fee per video product, which should include filming charges, transportation expenses, post production, as well as crediting, subtitling and voiceover. The Financial Proposal should be in local currency (SLR), as per the description below:

- Video 1-5 min
- Video 5 -10 min
- Video 10-20 min
- Video 20-30 min
- Video 30-40 min

The final selection will be based on the principle of “best value for money” i.e. achieving desired outcome at lowest possible fee. If not included in the ToR, The OTS, University of Peradeniya, will not reimburse costs not directly related to the assignment.

10. Evaluation Process and Method:

Each proposal will be first assessed on its technical merits. A maximum of 70 points is allocated to the technical proposal, and a further 30 points for the price component, with a maximum possible score of 100 points. Technical proposals will be evaluated based on a desk review. Evaluators will read technical proposals and assess the quality of portfolios and submitted profiles. Scores from the desk review will be allocated according to the table below:

Item	Technical Evaluation Criteria	Max. Points
1	Overall compliance with ToR requirements and proposal	05
2	Range and depth of portfolio (i.e. PSAs, mini documentaries, interviews, etc.)	40
3	Qualifications/a minimum of 5 years' experience as professional videographer	15
4	Videography experience in educational/classroom situations	10

11. Definition of supervision arrangements:

The contractor will be directly supervised and evaluated by the DOR Coordinator and the Deputy coordinator. Payments will be rendered upon successful completion of each task, as per the schedule outlined below.

12. Payment Schedule:

Payments will be based on deliverables and will be made in SLR, within 10 days upon delivery and satisfactory review of services rendered as specified in the Terms of Reference by a Selection Committee. The OTS reserves the right to withhold full or partial payment if performance is found to be unsatisfactory, if work/outputs are incomplete, or not delivered and failure to meet deadlines.

The mode of payment and conditions are specified below:

- 10 % of the total value will be paid after signing the contract agreement
- 90 % of the total value will be paid on the submission and acceptance of the **complete** final versions.

13. Description of official travel involved:

The assignment will involve travel within the Central province to the following locations.

<u>School</u>	<u>Distance from the university</u>
1. Anuruddha Kumara National School, Nawalapitiya	33km
2. St'Gabriels Girls' Collage, Hatton	63km
3. Ranabima Royal Collage, Kandy	04km
4. Nagaragiri National School, Hemmathagama	28km
5. Batagolla Pussadewa Secondry School, Walapane	69km
6. Gurudeniya Maha Vidyalaya, Gurudeniya	15km
7. CP/H/Kehelwarawa Maha Vidyalaya	67km
8. MT/ Mahabodhi National School, Pallepola	52km

The contractors are expected to cover costs, arrange and schedule such visits, including transportation.

14. Support provided by the DOR project, Department of Education:

The DOR project will regularly communicate with the contractors and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. The DOR project will provide the contractor with:

- Basic information on the projects/work completed by the field assistants,
- Suggestions on the most suitable innovative practices, stories, and relevant contacts.

15. Copyrights & utilization rights:

The copyright of all video materials produced (raw and edited) taken during the assignment will belong to the DOR project, Department of Education. The contractor will obtain the relevant written consent for video usage from concerned people/authorities.