

Creating an Impact Video of the Civil Society Sector in Rwanda

Terms of Reference

1. Introduction and Context

Rwanda Civil Society Platform (RCSP) is a dynamic forum of 13 national umbrella Civil Society Organizations (CSOs) with affiliated sector-specific Civil Society Organizations. As the leading voice of civil society in Rwanda, RCSP plays a critical role in promoting good governance, social justice, and sustainable development. The Forum is recognized as a champion in advancing the Localization agenda aimed at empowering local actors to take the lead in development processes and decision-making that directly affect their communities.

With a **vision** to be “*A vibrant and resilient civil society that champions citizen voices and promotes accountable governance for equitable and sustainable development*”, RCSP is dedicated to strengthening the capacity, voice, and impact of CSOs through evidence-based advocacy, policy engagement, and strategic partnerships. It operates under a **mission** to “*empower, coordinate, represent, and amplify the voice of civil society organizations in Rwanda*”.

Civil Society Organizations (CSOs) have operated in Rwanda for many years and have made significant contributions to the wellbeing of Rwandans across various sectors. These organizations routinely submit annual reports to the Regulator, their respective umbrella organizations, and donors. While such coordination mechanisms have captured a wide range of achievements, they frequently exhibit notable limitations in comprehensively documenting the sector’s overall impact.

Rwanda Civil Society Platform (RCSP) is in the process of developing a consolidated report that accurately and faithfully portrays the contributions of the civil society sector to Rwanda’s national development process during the NST1 period. The report will highlight key achievements in all sectors of intervention by CSOs in both quantitative and qualitative ways.

In parallel with this process, RCSP intends to produce a high-quality Civil Society Impact Video. This documentary will be informed by the findings of the broader contribution report and will focus on presenting compelling stories of change and achievement that illustrate the sector’s impact.

To this end, RCSP seeks to recruit a qualified and experienced videography consultant (firm or individual) to conceptualize, produce, and deliver the Impact Video.

2. Objectives of the assignment

The overall objective of this assignment is to promote and enhance the visibility of the civil society sector's contributions to Rwanda's development, which will contribute to strengthening collaboration and partnerships between CSOs, government institutions, and development partners.

Specifically, the Impact Video will aim to:

- Showcase the collective impact and contributions of CSOs during the NST1 period (2017–2024) by highlighting success stories and transformative interventions across key sectors.
- Increase public awareness and understanding of the role of CSOs in advancing national development priorities.

3. Video content and methodology

The title of the documentary will be determined during the process of development and will portray the positive role of CSOs in the country's development.

The methodology should consider the following:

- ✚ Use voices and visuals to illustrate the depth and breadth of the impact of the collective work of CSOs.
- ✚ Use program participants that are compelling and powerful to bring to life the impact in a real and relatable way.
- ✚ Use existing archives (photos, data, etc) from Civil Society organizations to showcase project results through the stories of program participants.
- ✚ The archives must ensure stories/data from beneficiaries about participation in the decision-making processes.
- ✚ Arrange to compile video footage at specified field sites. These will include interviews of key persons to showcase impact.
- ✚ Use visuals that show collaboration and collective work.
- ✚ Make use of animation to tell the story in a timeless way, rather than featuring a specific person and/or organization.
- ✚ Ensure that the video highlights success stories around the results of interventions.

Concept development and production:

- The video should meet the recognized professional technical standards.
- The RCSP team will be responsible for the overall coordination of the video production from start to finish.
- The production of the video brief might be subject to change and the consultant should be open to changes or additions.

Technical Requirements:

The video should meet the following or higher technical requirements:

Filming:

Camera: Full HD DSLR Camera.

Sound: Stereo Sound, boom microphone, lavalier microphone (wireless).

Light: Indoor/Outdoor mobile lights.

Editing:

Editing: Adobe Premiere

Animation: Adobe After Effects

Format: MP4.

Branding details as determined by RCSP on the color palette, font, graphic style.

Archive files: JPEG, PDF, Video, MS Office format (Charts).

4. Target Audience

The **primary audience** include the Government officials, representatives of CSOs, INGOs and DPs. The **secondary audience is** the public in general.

5. Expected deliverables and timelines

The consultant will produce the following deliverables:

- a) **Inception report:** The videographer will submit an inception report that includes the understanding of the assignment and the methodological approaches. This will refer to the Terms of Reference and will specify more on its content.
- b) **Documentary video** (between 9 and 12 minutes): the producer and selected members will create a concept script for the video. The producer to compile data, pictures, and other materials for the video production as provided by CSOs with the support of RCSP. Pre-production with RCSP focal point to agree shooting locations, crew, sources. The work will require adequate shooting video treatments, shooting scripts, editing, pre-production, production and post-production and delivery of the video.
- c) **Documentary video highlight or summary:** This is a shorter version of the video of 2-3 minutes, with key elements of the documentary.

6. Timeline estimation

The timeline for the whole assignment is estimated at 15 days of work, excluding the time required

for feedback and review sessions. The consultant will create a reasonable development timeline for approval by RSCP.

7. Application procedure

Please send 2 samples of your work, a technical offer and your financial offer to info@resprwanda.org not later than **May 26th, 2026 at 17h00** Kigali time.