**Annex 4 – Goods and services specification**

**TERMS OF REFERENCE**

The supplier shall be responsible for designing, producing and editing 5 - 7 Minute promotional/advocacy film highlighting the benefits of QEQS capturing the behaviour, skills and perception changes of the local government, Head teachers, teachers and students involved in Quality Education Quality schools (QEQS) programme.

The video would need to show the impact of project intervention not limiting to follows:

* International School Award (ISA)
* Micro: bit and Iris Connect kits
* Radio Lesson program
* Social Action Projects
* CPD for Head teachers and teachers

Preparations

* Meet with British Council team, sharing of script and storyboard the video outputs expected
* Take time to learn about the British Council branding guidelines and reports based on which video contents will be curated.
* In consultation with the team meet and interact with local government, community members, teachers, parents, and students who have participated in the programme.
* Develop a production schedule, production schedule should also cover any post-production feedback sessions as well as include dates when final outputs will be handed over.

Production

* Arrange all equipment(s) (high quality graphics devices, camera etc.) as needed to produce required video in line with the branding guidelines.
* Lead on production of video and script after approval from the team. The final production should be completed by 20th January 2022.
* **Approach**

Detailed interactions and discussions with the local government, community members, teachers, parents and students in the project activities. The methodology of the assignment will be participatory to ensure the effective participation and consultation. The resulting video would need to be a promotional video showcasing our work with the local government.

* **Some of the key things to consider**

1. Situation of the school before the QEQS Programme.
2. Status of the schools in terms of embedding international dimension in their school curriculum and project- based learning in the classroom
3. Impact of the radio lesson program, social action projects, CPD activities for teachers and Head teachers.
4. Role of crisis sensitive education plan –Focused discussions with local government and head teachers.

Postproduction

* Work with British Council team to edit draft for each video and be willing to accept changes where necessary.
* Provide draft edits for feedback to the British Council team.
* Subtitle in Nepali and English is required for all produced videos.
* Timely delivery of the final product.

\*Please note: Editing implies color-correction, use of correct branding, and all other relevant technical processes required to produce a high-quality/finished animated videos.

More info of Quality Education Quality schools (QEQS) program can be found here :

[**https://www.britishcouncil.org.np/partnership-between-british-council-nepal-and-kawaswoti-municipality**](https://www.britishcouncil.org.np/partnership-between-british-council-nepal-and-kawaswoti-municipality)

[**https://www.britishcouncil.org.np/programmes/education/partnership-waling-municipality**](https://www.britishcouncil.org.np/programmes/education/partnership-waling-municipality)

[**https://www.britishcouncil.org.np/programmes/education/connecting-classrooms**](https://www.britishcouncil.org.np/programmes/education/connecting-classrooms)