



RICE
WEST NILE
Striving for Self Reliance

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TERMS OF REFERENCE (TOR) FOR VIDEO AND PHOTOGRAPHY DOCUMENTATION OF YOUTH INNOVATIONS IN TEREKO DISTRICT

1. INTRODUCTION

Rural Initiative for Community Empowerment West Nile (RICE-West Nile), with funding from the International Labor Organization (ILO), is implementing the i-UPSHIFT Program in the Imvepi Refugee Settlement and host communities in Terego District. The program aims to empower young people through social innovation and entrepreneurship, enhancing their skills, promoting self-reliance, and improving their livelihoods.

To enhance learning, visibility, and accountability, RICE-West Nile seeks to document the program's innovation processes, results, and lessons learned. This documentation will capture the journey of youth innovations from production to market, highlighting the program's impact and best practices.

To achieve this, RICE-West Nile is seeking to engage a qualified video production firm or consultant to deliver high-quality video, photography, and storytelling documentation of these youth innovations.

2. BACKGROUND

Uganda remains a youthful nation, and Youth can be a positive force for development when the knowledge and opportunities they need to thrive are given¹. Investing in youth is also an investment in our future. The recent population census established that a huge majority, 73.2 percent of Uganda's population, is aged 30 years and below. Of whom the largest proportion, 50.5 percent, are aged below 18 years². Terego district hosts significant refugee populations in Imvepi Refugee settlement (Odupi sub-county) and Rhino Refugee Settlement, which stretches over parts of Odupi, Omugo, and Uriama sub-counties and extends into Madi-Okollo District.

According to population projections of the Uganda Bureau of Statistics (UBOS), the non-refugee population of Terego District for 2020 was estimated at 233,300 people (UBOS, 2019). The population of refugees registered in Imvepi settlement is 69,148 (UNHCR Sept.2024). Most of the young people are either unemployed, underemployed and or living in extreme poverty. The high poverty and unemployment rates are attributed to barriers such as limited access to quality skills, credit facilities, learning opportunities, business and entrepreneurial skills, industry connections, discrimination, financial literacy, life skills, and long periods of inactivity due to conflict and

¹ <https://www.unescap.org/resources/un-and-sdgs-handbook-youth>

² Uganda National Population and Housing Census 2024 Preliminary Results



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displacement³. The main economic activity among both the host and refugee communities is some form of agriculture, mainly crop cultivation at a subsistence scale (ILO, 2020).

In 2026, the RICE West Nile with funding from ILO, supported 240 youth (122 female, 118 male; 123 refugees, 117 host community nationals, and 23 youth with disabilities), who were organized into 48 groups of 5 members each. Following a 4-day bootcamp, 36 promising innovations were selected and awarded USD 100 each to develop prototypes. After a competitive final meetup, 18 outstanding groups were selected to attend a youth summit in Kampala, where they received awards ranging from USD 2,000 to USD 5,000 to scale their sustainable business solutions. To enhance learning, visibility, and accountability, RICE-West Nile is seeking a qualified video production firm or consultant to document the innovation processes, results, and success stories of these young entrepreneurs.

3. PURPOSE OF THE DOCUMENTATION

The overall objective is to produce high-quality visual, both motion and still photos documentation that captures:

- a) The innovation processes and outcomes of youth groups,
- b) Lessons learned, success stories, and best practices,
- c) Impact of seed funding and innovation support on youth livelihoods.

4. SCOPE OF WORK

The service provider, with support from the project team, will conduct field-based documentation of youth innovations in Imvepi Refugee Settlement and surrounding host communities. This will involve capturing high-quality videos and photographs that showcase the different stages of innovation development and their impact.

The service provider will conduct and record interviews with youth participants, project staff, and other key stakeholders to capture experiences, innovation journeys, and results. They will produce and edit short videos (60–120 minutes) for each of the 18 groups, ensuring clear and engaging storytelling in line with the provided guidelines, and deliver high-resolution, well-captioned photographs.

Throughout the assignment, the service provider will work closely with the Communications Officer, MEAL Coordinator, and Project Officers, adhering to all documentation tools, quality and visibility standards, and safeguarding protocols in line with RICE West Nile policies.

³ Muni University: Young Africa Works: Proposal Document; RETI Project 2023.



5. EXPECTED DELIVERABLES

The service provider will deliver:

- i. **18 short videos** of youth group innovations
- ii. **High-quality photographs** covering all documented activities
- iii. **Raw and edited video footage**
- iv. **Photo library with captions**
- v. **Visual content to support at least 5 success stories**

All outputs must meet agreed quality and branding standards.

6. WORK PLAN

The assignment is planned to be undertaken in the month of June, 2026. The following are the tasks, related deliverables, and proposed timelines:

Table 1: The assignment tasks, related deliverables, and timelines.

S/No.	Task	# of days	Deliverables	Timelines
1.	Conduct the project documentation for the 18 groups	5	Raw videos and photos of youth group innovations and project stakeholders	1 st – 5 th June 2026
2.	Edit and produce high-quality short clips of the groups	5	18 short videos (60–120 minutes) of youth group innovations and photos	8 th – 12 th June 2026
3.	Review and adjustment of the documentaries	5	18 short videos (60–120 minutes) of youth group innovations and photos	15 th – 19 nd June 2026

7. REQUIRED QUALIFICATIONS

- i. At least 5 years of progressively responsible experience in documentary filmmaking, visual storytelling, or media production, with a proven track record in humanitarian, development, or social sector contexts.



- ii. Demonstrated experience working in refugee settlements, emergency settings, or remote, cross-cultural community contexts.
- iii. Strong ability to conduct sensitive, human-interest interviews and gather compelling, authentic testimonies from vulnerable populations.
- iv. Access to professional-grade, broadcast-quality camera gear capable of shooting in 4K resolution or Full HD, along with high-end audio recording equipment (e.g., directional microphones, lavaliers) and lighting gear.
- v. Proficiency in industry-standard editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, Adobe Lightroom, and Photoshop).
- vi. Deep understanding of ethical storytelling, including the collection of signed model releases, photo permissions, and strict adherence to data protection and privacy norms.
- vii. Fluency in English (written and spoken) and the ability to speak or translate local languages relevant to the assignment area.

8. ROLES AND RESPONSIBILITIES

Service Provider

- a. Produce 18 short videos of the group innovations.
- b. Photos and text produced backing the video narratives from the groups.
- c. At least five (5) success stories developed, showcasing the positive changes in the lives of individuals and households as a result of the innovations and seed funding support.
- d. Adhere to ethical and safeguarding standards

RICE West Nile Team

- a) **Communications Officer:** Lead coordination, provide script and guidance
- b) **MEAL Team:** Provide tools, indicators, and ensure data quality
- c) **Project Officers:** Identify participants and key impact stories

9. SAFEGUARDING AND ETHICAL CONSIDERATIONS

The service provider must:

- Obtain informed consent before capturing any content
- Seek parental/guardian consent for minors



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- Ensure no content exposes participants to harm or stigma
- Adhere to RICE West Nile safeguarding policies

A safeguarding clause will be included in the MoU, and the provider will be briefed before assignment.

10. REPORTING AND SUPERVISION

The service provider will report to the **Communications Officer**, with technical guidance from the MEAL Coordinator.

11. PAYMENT TERMS

Payments will be made in two instalments. First, (40%) on request after approval of the inception report, and the second (60%) upon the submission and approval of the final report.

12. APPLICATION PROCESS

Consultant(s) who meet the criteria are invited to submit technical and financial proposals to procurement@ricewestnile.org and copy m.mahady@ricewestnile.org not later than 22nd May 2026.

The proposal should clearly articulate the consultant(s) understanding of the terms of reference, methodology for executing the work, experience in conducting documentation, CVs of the proposed team, work plan, and budget, among others. The consultant should indicate the subject as “i-UPSHIFT Innovations Documentation”.

Only applicants who pass the evaluation stage will be contacted.

13. CONFIDENTIALITY

The Individual Consultant shall not, either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of RICE West Nile.