Logo

Description automatically generated

**TERMS OF REFERENCE**

The Somalia Joint Response (SOMJR) 2024-2026 consortium comprises 14 organizations: the international NGOs Oxfam, Medair, World Vision, and SOS Children’s Villages, alongside the local partners SSWC, Zamzam Foundation, DAWA, SAACID, GREDO, PASOS, KAALO, SADO, Taakulo, and the Nexus Consortium.

Its strategy is centered on the Protracted Crisis Joint Response (PCJR) model for multi-year resilience-building and multi-sectoral action. The response targets specific regions including Bay, Hiran, Middle Shabelle, Gedo, and Somaliland, focusing on areas prone to drought, flood, disease outbreak, and conflict. Consortium members deliver integrated programming that combines emergency aid with community-based resilience-building.

|  |  |
| --- | --- |
| **OVERVIEW** | |
| **Title and brief description of the assignment** | Call for Expressions of Interest (EOI): The DRA Somalia Joint Response (SOMJR) 2024-2026 Video and Content Collection/Documentation |
| **Assignment location** | Somalia |
| **Contract start date** | 15 October 2025 |
| **How to apply** | Interested candidates are invited to submit with the following documents:   1. A technical proposal with a detailed response to the TOR, with a specific focus on the scope of work, methodology, and timelines. 2. Initial work plan and an indication of availability. 3. A financial proposal detailing the daily rate expected including accommodation, transportation, stationery, taxes arising from the consultancy service (6% tax for National consultant and 12 % tax for international consultants), and all other costs related to this assignment. (Operational and consultancy fees). 4. Curriculum Vitae(s) (CV) of the proposed consultant(s), proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/responsibilities also needs to be included. 5. Evidence of conducting previous similar work by providing minimum two signed contracts/purchase orders (preferably from UN agencies and INGOs). 6. Two relevant references (minimum) for previous comparable assignments. 7. Proof of registration: The bidders also must include a copy of their registration at the relevant authority.   *See section ‘7. Application Process’ for further details* |
| **Application deadline** | **4 October 2025** |
| **Specific considerations** | N/A |

# PURPOSE OF THIS CONSULTANCY

The Somalia Joint Response (SOMJR) is a coordinated humanitarian initiative funded by the Dutch Relief Alliance (DRA) and led by Oxfam Novib, working alongside a consortium of international and local partners. The response aims to alleviate the impact of climate-related disasters, conflict, and socio-economic challenges faced by vulnerable communities across Somalia.

With operations spanning 10 regions, SOMJR integrates food security, livelihoods, health, nutrition, water, sanitation, hygiene (WASH), protection, and multi-purpose cash assistance to support internally displaced persons (IDPs), women, children, the elderly, and individuals with disabilities. The collective efforts of its implementing partners focus on building resilience, ensuring inclusivity, and promoting sustainable development.

To document the success and lasting impact of the project, SOMJR is initiating a video and content collection campaign. This initiative will visually capture key milestones, beneficiary experiences, and transformative change, serving as a powerful storytelling tool to enhance outreach, transparency, and engagement.

# SCOPE OF WORK

Develop a strategic content plan with a shooting schedule covering selected project locations. The final content plan, including interview questions and key storylines, will be co-developed with DRA SOMJR partners in collaboration with the local partners; ensure alignment with the DRA Communication Strategy and SOMJR Visibility and Communication Strategy 2024-2026.

* Identify key interviewees (beneficiaries, staff, partners, etc)
* Filming at selected SOMJR project sites capturing interviews and supporting footage.
* Deliver: one 5–7-minute documentary; 10 short, engaging clips (30-60 seconds) tailored for social media – the content must be empowering; a photo gallery containing 50+ high-resolution images; and 5-7 written success stories (300-500 words each) based on the interviews.

# EXPECTED OUTPUTS

## 3.1 Overall Objective

This content collection project seeks to:

* Showcase the impact of SOMJR through compelling visual narratives.
* Capture authentic testimonials from project staff, partners, and beneficiaries.
* Produce high-quality multimedia content to enhance visibility and stakeholder engagement.
* Highlight key achievements of the project for advocacy.

## 3.2 Specific outputs

The final content package will include:

1. One flagship documentary-style video (5-7 minutes) showcasing SOMJR’s achievements.
2. 10 short, shareable social media clips optimized for outreach.
3. A curated photo gallery with at least 50 high-quality images.
4. 5-7 written success stories, amplifying the voices of beneficiaries.
5. Raw footage and interview transcripts, stored for future reference.

# METHODOLOGY

The service provider will be expected to adopt an ethical, collaborative, and community-centered approach to content collection and documentation. The methodology must prioritize dignity, respect, and authentic representation, ensuring that individuals featured are portrayed as agents of their own stories.

## 4.1 Project Locations and Implementing Partners

Content collection will be conducted in close collaboration with the following SOMJR partners across their respective project locations:

| **Implementing Partner** | **Project Location** | **Primary Activities** | **Local Partner Name** |
| --- | --- | --- | --- |
| **Medair** | Karan and Daynile  Lower Juba (Kismayo)  Hirshabele (Afgoye) | WASH, Nutrition, Health |  |
|  | Karan, Nagele | WASH, Nutrition, Health | DAWA |
|  | Middle Shabelle  (Cadale) | Nutrition | SAACID |
|  | Karan (Jamuriya)  Daynile (Hawiye) | Health, Nutrition, WASH | ZZF |
| **Oxfam** | Beledweyne | WASH | KAALO |
|  | Beledweyne | FSL | SADO |
|  | Baidoa, Bay, Somalia | FSL, WASH | GREDO |
|  | Banadir/Beledweyne | FSL, Protection, WASH | SSWC |
| **WVI** | Jawhar | WASH | PASOS |
|  | Hargeisa | FSL, Health and WASH |  |
| **SOS CV** | Burao/Ainabo | FSL, WASH and Protection | TAAKULO |
|  | Hargeisa | WASH, MCH (health), FSL |  |

**4.2 Reporting**

The production team will provide:

* Weekly catch up on progress with the project team.
* A preview of collected content (footage, images, and draft success stories).

## 4.3 Planned timeline

The assignment will be conducted with an estimated duration of **22 working days** from the date of signing the contract.

# DELIVERABLES AND PAYMENT SCHEDULE

Remuneration is based on the submission and approval of final deliverables according to the schedule below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sn** | **Deliverables or Documents to be delivered** | **Estimated Dates** | **Percentage**  **Payment** |
| **1** | **Deliverable 1**  **Inception Report and Pre-Production Package.** Submission and approval of a detailed work plan, finalized shooting schedule, content plan, approved interview questionnaires, consent forms, etc. | 20 Oct. 2025 | 40% |
| **2** | **Deliverable 2**  **Completion of Field Production.** Confirmation from SOMJR Partners that all planned filming and photography has been successfully completed. | 10 Nov. 2025 | - |
| **3** | **Deliverable 3**  **Draft Multimedia Package for Review.** Submission of the first draft of all outputs (videos, photos, stories) for Oxfam and SOMJR Partners feedback. | 20 Nov. 2025 | - |
| **4** | **Deliverable 4**  **Final Approved Multimedia Package.** Submission and formal approval of all final, polished outputs and raw assets. | 25 Nov. 2025 | 60% |
|  |  | **Total** | **100%** |

# PROFILE REQUIREMENTS

The company/ individual(s) should have the following competencies:

* A minimum of 5 years of experience producing high-quality video, photographic, and written content for major international NGOs, UN agencies, or similar organizations.
* Demonstrable expertise in producing compelling, narrative-driven short documentaries (5-7 minutes) that highlight impact and human stories, not just activities.
* Mastery in producing a full package of outputs, including:
  + High-definition videography and editing.
  + Professional photography (delivering in high-resolution format).
  + Scriptwriting and drafting powerful, evidence-based success stories.
  + Creating optimized content for social media platforms.
* In-depth knowledge of the Somali context, including its cultural norms, security dynamics, and logistical challenges. Experience working in complex and fragile environments is non-negotiable.
* The core production team **must** include members who are fluent in **Somali and English** to ensure accurate communication, ethical consent processes, and authentic representation.
* Proven experience in using participatory techniques that allow communities to tell their own stories, moving beyond stereotypical narratives of helplessness to those of resilience and strength.
* Evidence of ability to work seamlessly with a consortium of partners, incorporate feedback, and align content with pre-defined communication strategies and branding guidelines.
* Flexibility to adapt to changing schedules, logistical hurdles, and the challenging operating environment in Somalia.

# APPLICATION PROCESS

## Submission deadline

Quotations and applications must reach Oxfam no later than **4 October 2025**.

## Submission instructions

* Responses must be submitted electronically to: [SOM-Consultancies@oxfam.org](mailto:SOM-Consultancies@oxfam.org)
* The subject of the mail should be **EOI: DRA SOMJR 2024–2026 Video & Content Documentation.**
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.

## Clarifications

Any questions, remarks or requests for clarification can be sent up to 7 days before the submission deadline in writing. The (anonymised) questions will be answered to all applicants.

## Administrative compliance (list of documents to be submitted)

Responses must be submitted and prepared in [English] and received by the deadline.

To be shortlisted for evaluation against award criteria, the following documents must be included in the application:

| **Administrative Criteria** | | **Importance** |
| --- | --- | --- |
| 1 | **Technical proposal/approach paper** to conduct the assignment and achieve objectives including methodology, proposed work plan and timelines | Mandatory |
| 2 | **Financial offer** (price quotation) including budget and pricing  A financial proposal detailing the daily rate expected including accommodation, transportation, stationery, taxes arising from the consultancy service (6% tax for National consultant and 12 % tax for international consultants), and all other costs related to this assignment. (operational and consultancy fees) | Mandatory |
| 3 | **Curriculum Vitae(s) (CV) of the proposed consultant(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included. | Mandatory |
| 4 | **Two relevant references** (minimum) for previous comparable assignments | Mandatory |
| 5 | **Proof of registration**: *The bidders also must include a copy of their registration at the relevant authority.* | Mandatory |
| 6 | **Evidence of conducting previous Similar work** by providing minimum two Signed Contracts / Purchase Orders - (Preferably from UN agencies and INGOs). | Mandatory |

## Evaluation and award criteria

Incomplete applications will not be assessed, only quotations that meet the administrative criteria will be assessed.

Award decisions will be based *on best value for money criteria covering both technical quality and price.*

The award criteria are assessed according to the following distribution of points:

| **Award Criteria** | | **Max. points** |
| --- | --- | --- |
| **Technical offer/ approach paper evaluation** | | |
| **Experience/ competencies** | Relevant experience with the NGO sector | 5% |
| Positive references/reputation | 5% |
| Relevance and quality of sample previous work, reporting etc. | 5% |
| Knowledge of country, context | 5% |
| Knowledge of team languages | 5% |
| Clearly indicated alignment with Oxfam values | 5% |
| **Technical quality** | Quality of application: complete, good presentation and format, etc. | 9% |
| Understanding of the assignment and the scope of the project | 9% |
| Quality of the methodology, workplan and feasibility of the timeline (concrete and realistic) | 9% |
| Quality and experience of staff resources assigned to the services + sufficient assigned resources (where relevant) | 9% |
| Ability to lead/manage a team (where relevant) | 9% |
| **Sub-total** | | 75% |
| **Financial offer** | | |
| **Financial offer** | **Submission of realistic and acceptable financial proposal** – reasonable budget breakdown and cost consideration detailing the daily rate expected including travel, accommodation, transportation, stationery, taxes arising from the consultancy service (6% tax for National consultant and 12 % tax for international consultants), and all other costs related to this assignment. (operational and consultancy fees). The lowest evaluated financial proposal that meets the administrative criteria will be awarded the maximum point (25%).  The points for all other Applications will be prorated. | **25%** |
| **Grand Total** | | **100%** |

Oxfam withholds the right to conduct interviews with one or more potential applicants before an award decision is made. The purpose of the interview is to seek further clarification on the submitted documents and learn more about the background and previous experiences of the potential suppliers and their teams.

# OTHER CONDITIONS

Issuance of this Terms of Reference does not constitute an award commitment on the part of Oxfam, nor does it commit Oxfam to pay for costs incurred in the preparation and submission of a bid.

The attached Annexes are an integral part of this Request for Proposals – see section 13.

Oxfam may contact bidders to confirm contacts, addresses, bid amount and to confirm that the bid was submitted for this solicitation.

Oxfam has the right to undertake due diligence to verify the references, and very details submitted before award.

## **Quotation validity**

* The quotation shall be valid for 90 days from the submitted. If this is not possible, the bidder may propose a different timeframe.
* If the bidder is awarded the contract, all information provided in the quotation and negotiation process is contractually binding.

## Right to Select/ Reject

Oxfam reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Oxfam also reserves the right to reject any or all proposals received without explanation.

## Reserved rights

All applications and quotes become the property of Oxfam, and Oxfam reserves the right in its sole discretion to:

* Disqualify any offer based on applicant’s failure to follow solicitation instructions.
* Waive any deviations by the applicant from the requirements of this terms of reference that, in Oxfam’s opinion, are considered immaterial defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
* Extend the time for submission of responses after notification to all applicants.
* Terminate or modify the process at any time and re-issue the request for quotation to whomever Oxfam deems appropriate.
* Issue an award based on the initial evaluation of offers without discussion.
* Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

# CODE OF CONDUCT

Oxfam is committed to integrity in its operations and supply chains and ensuring high ethical standards. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment. We actively promote these principles and standards and expect all Oxfam suppliers to demonstrate commitment towards them.

All consultants/applicant are required to agree and adhere to the [**Oxfam Supplier Code of Conduct**](https://oxfam.box.com/s/sr8j71t6ca1bu3p371cwot26qob15f1p), whereas individuals (including consultants) must sign the [**Oxfam Non Staff Code of Conduct**](https://oxfam.box.com/s/03bmcha7n01pqj9i62uw1t2a7pygbq41)**[[1]](#footnote-1)**. These Codes of Conduct set out the specific standards and principles in the areas of human and labour rights, environmental impact and anti-corruption that suppliers must follow.

Oxfam has the following requirements of its service providers, to ensure integrity in its supply chain:

## Bribery and collusion

Oxfam does not tolerate fraud, including bribery or kickbacks, collusion among bidders, bribery or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

Employees and representatives of Oxfam are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange or as a reward for business.

## False statements

Bidders must provide full, accurate and complete information as required by this solicitation and Annexes. False statements in bids constitutes grounds for immediate termination of any agreement with the supplier. Oxfam takes misstatements, falsification, manipulation, alteration of facts and/or documents very seriously, has a zero-tolerance policy to such behaviours, and may choose to take legal action in a case of misrepresented disclosures by

## Conflict of interest

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Oxfam having to re-evaluate the selection of a potential bidder.

## Diversion of funds

Oxfam is determined that all its funds and resources should only be used to further its mission and shall not be subject to illicit use by any third party nor used or abused for any illicit purpose. Suppliers (and their affiliates/group companies, employees, officers, owners, agents and sub-contractors) may be subject to formal screening against global lists of individuals subject to designation or proscription under financial sanctions or counter terrorism regulations.

# Monitoring

**Due diligence**: As a charitable organisation, Oxfam must take care to protect its assets and funds, as well as the communities that we work with. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering a contract. This includes checking legal registration and financial solvency, but may also include other checks, such as misconduct/performance reference checks and if working with children or vulnerable adults, a criminal records check.

Important note: Oxfam performs a regular screening check of all suppliers against international sanctions lists.

**Audit:** Any audit requirements are detailed in the terms and conditions of business

**Data protection:** Oxfam is legally bound to ensure that all personal details held by the organisation relating to any individual or entity are kept secure and according to international data protection standards.

# A qr code with green border Description automatically generatedMISCONDUCT REPORTING AND WHISTLEBLOWING

Oxfam’s reporting and whistleblowing mechanisms are available for Service Providers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles.

You can use these reporting channels confidentially, anonymously, and in your own language to report any concerns involving fraud, corruption, waste, abuse or safeguarding concerns.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Speak up*** | | | |
|  | **Oxfam GB** | ***Oxfam Novib*** | ***Oxfam Intermón*** |
| ***Email:*** | [*SpeakUp@oxfam.org.uk*](mailto:SpeakUp@oxfam.org.uk) | [*integrity@oxfamnovib.nl*](mailto:integrity@oxfamnovib.nl) | [*buzon.etico@oxfam.org*](mailto:buzon.etico@oxfam.org) |
| ***Online:*** | ***Oxfam Misconduct Reporting Webform*** *(including possibility for anonymous reporting)*  [*https://oxfam.clue-webforms.co.uk/webform/misconduct/*](https://oxfam.clue-webforms.co.uk/webform/misconduct/) | | |
| ***Phone:*** | ***Global phone number:*** *+44 1249 661808*  *Check* [*https://speakup.oxfamnovib.nl*](https://speakup.oxfamnovib.nl) *for local numbers (you can request interpretation)* | | |

# ANNEXES

* Oxfam Supplier Code of Conduct: <https://oxfam.box.com/v/Oxfam-Supplier-CodeConduct>
* Oxfam Non-Staff Code of Conduct: <https://oxfam.box.com/v/Nonstaff-CodeConduct>
* Conflict of interest declaration form: <https://oxfam.box.com/v/Supplier-COI-declaration>
* [Safeguarding policy](https://oxfam.box.com/s/l6ykk3npbffwxdpg3ly3kgftxb87fy1f)
* (If applicable) [Oxfam child safeguarding policy](https://oxfam.box.com/s/o2w2dmf8racpaewj6muz9yqs88yiuy8g)
* (Edit if applicable) Example privacy notice: <https://oxfam.box.com/s/mo8artt9l8a2x0cnpqrqqrugt8k0r773>

1. Non-Staff Code of Conduct applies for any self-employed individuals or contracted employees of suppliers who are working on Oxfam sites, or who have access to Oxfam materials, or who may represent Oxfam in any manner but are not part of Oxfam’s legal entity) [↑](#footnote-ref-1)