



## Terms of Reference for audio-visual documentation

Habitat for Humanity Uganda is looking for an independent media company to provide end of project audio-visual documentation services for a project implemented in Mayuge and Kumi districts.

### Introduction and rationale

Habitat for Humanity Uganda (Habitat Uganda) affiliated to Habitat for Humanity International (HFHI), a global Christian-based non-profit Organization operating in more than 70 countries and cities worldwide works to improve people's living conditions. Habitat Uganda, established in Uganda in 1982 collaborates with families, communities and institutions to promote affordable housing, strengthen community systems and influence policies. Habitat Uganda has built, rehabilitated, repaired, and improved over 40,000 houses in Uganda providing simple and affordable shelter to over 240,000 families; supported over 6,000 youth to acquire vocational skills; and improved access to clean water, hygiene, and sanitation impacting the lives of over 1.5 million people.

Habitat Uganda's strategy (2022-2027) complements the government's efforts in realizing Uganda's Vision 2040, National Development Plan IV, Sustainable Development Agenda, and the National Housing Policy 2020 through focusing on habitability, affordability, basic services and security of tenure. Habitat Uganda thrives through collaborations and partnerships with families, volunteers, public and private sector partners, civil society organizations, and governments.

### The Assignment

Document 3 families that have received new houses, sanitation facilities, eco-friendly cooking facilities and kitchen gardens through short videos, still photos and brief stories. Interview at least one community leader and one district leader preferably from community development at each of the two districts.

- Interview a family in Mayuge on the transformation resulting from having a new house. Capture their emotive expressions for the living conditions before and the current situation.
- Document a family in Mayuge on the use and benefit of using eco-friendly cook stoves
- Interview the LC III Chairperson of Bukaboli sub county in Mayuge
- Document a family in Kumi on the improvements resulting from agro inputs either to supplement their home diet or on their income

- Interview the Community Development Officer Kumi District on the community transformation arising from improved housing, and family empowerment.
- Interview the National Director of Habitat for Humanity Uganda on the overall strategy for decent housing.

### **Key deliverables**

- A short video 3-5 minutes highlighting the impact of the project to the community.
- 15 high resolution photos of the interview participants (covering the family environment for the families)
- 2 Short impact stories from the supported families

### **Desired skills and competence:**

- Previous experience in documenting community projects
- Sensitivity to best practice safeguarding standards while dealing with minors and vulnerable groups
- Familiarity implementing brand guidelines
- Organizational capacity to conduct the assignment
- Technical capacity to capture and relay complex and highly technical information in a simple manner

### **Duration of the assignment**

The assignment is estimated to last four (4) working days; two of which will be spent in the field, and the rest in drafting the materials, finalizing comments and submission.

### **Budget:**

The estimated total cost for this assignment should cover professional fees, travel equipment, meals and accommodation.

Where HFHU transport and fuel are provided, travel policies regarding passengers, travel times and destinations will be enforced.

### **Intellectual Property**

All information pertaining to this assignment to which the firm may meet in the performance of duties under this consultancy/production shall remain the property of the HFHU with exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever way without written permission of HFHU in line with the national and International Copyright Laws applicable.

### **Payment terms**

Payment shall be based on the agreed financial proposal developed for this consultancy as will be indicated in the contract. Payments shall be made in instalments as agreed between HFHU and the vendor. **This payment is subject to taxable deductions.**

### **Application process**

Interested media companies are requested to submit a technical and financial proposal both soft copies to [procomm@hfhuganda.org](mailto:procomm@hfhuganda.org) / cc: [noffice@hfhuganda.org](mailto:noffice@hfhuganda.org) addressed to Habitat for Humanity Uganda Offices Plot 1026, Lukadde Road, Kira Ward P.O.BOX 163027 Kampala Uganda

**Submission deadline: 30<sup>th</sup> September 2025**