



INTEGRATED DISABLED WOMEN ACTIVITIES

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TERMS OF REFERENCE FOR A CONSULTANCY TO DEVELOP A DOCUMENTARY ON OVERCOMING BARRIERS TO GAINFUL EMPLOYMENT FOR YOUNG PERSONS WITH DISABILITIES

DATE OF ISSUE: 29th September, 2026

DEADLINE: 13th October, 2026

Activity Title:	Develop a documentary on overcoming barriers to gainful employment for young PWDs for advocacy and resource mobilization.
Duration of the Assignment	22 working days
Location:	Iganga & Mayuge Districts
Type of contract	Service contract
Payment	Upon submission of the approved deliverables
Supervision	Chief Executive Officer.

1. 0. ORGANIZATIONAL BACKGROUND

Integrated Disabled Women Activities (IDIWA) is an indigenous non-governmental organization established in 2000, and committed to transforming power relations through strengthening women and girls with disabilities and their formations to challenge the patriarchal system and disability- based discrimination that creates a perceived acceptable imbalance and inequality in a society. We are a part of the ecosystem of feminist and women's rights, disability rights movements in Uganda. In character we are proactive and responsive, creative and rigorous, curious, imaginative and grounded, consistent and reliable. IDIWA has a national mandate and innovatively operates in Eastern Uganda, with strategic presence in Busoga sub-region. This strategy seeks to help expand the organization's reach and imprint to ensure a wider and deeper presence across the country.

IDIWA visualizes an inclusive and violence-free society.

IDIWA's mission is to promote gender equality and the rights of women and girls with disabilities and their families to better health and sustainable livelihoods.

ABOUT THE PROJECT

IDIWA is implementing a project titled "Addressing Barriers to Gainful Employment for Youth with Disabilities in Eastern Uganda" with support from the International Disability Alliance (IDA).

The project seeks to address barriers that limit access to gainful employment opportunities for young persons with disabilities, particularly women and girls with

disabilities (WGDs), through evidence generation, skills development, advocacy, and engagement with key stakeholders.

ACTIVITY BACKGROUND

At the start of this project, IDIWA conducted a survey to assess the implementation of the Mayuge and Iganga PWD Employment Ordinances and to explore the barriers to gainful employment faced by young persons with disabilities in the two districts. Through key informant interviews and focus group discussions, most youths with disabilities shed light on the different barriers they had experienced, many citing negative attitudes from employers, heightened discrimination, and a lack of skills. These experiences, alongside insights shared by district officials, revealed the lived realities young persons with disabilities face in employment.

Building on these findings, and on subsequent project interventions - including training of 30 WGDs on gender, labour and economic rights, advocacy and entrepreneurship skills, and support of qualified WGDs with job application, CV writing and job placement- IDIWA seeks to engage a qualified consultant/videographer to produce a short documentary. The documentary will consolidate and amplify these efforts by capturing, on film, the barriers faced by young Persons with Disabilities in accessing decent employment, for use as an advocacy and resource mobilization tool.

2.0. PURPOSE AND OBJECTIVE OF THE ASSIGNMENT

The assignment requires a qualified consultant to **produce a professionally edited documentary** capturing the lived experiences of young persons with disabilities (PWDs), particularly women and girls with disabilities (WGDs), in overcoming barriers to gainful employment in Iganga and Mayuge districts.

The **specific objective** is to document authentic testimonies and project outcomes on film, and to package these into a compelling, accessible advocacy tool for engaging duty bearers, employers, partners, and donors.

The **specific objectives** for the assignment include:

- i. To capture authentic experiences of young PWDs on the barriers they have faced in accessing gainful employment.
- ii. To showcase project interventions and emerging changes in employment access, rights awareness, and entrepreneurship among young PWDs.
- iii. To produce a professionally edited, accessible video output (with captions/subtitles) suitable for use across advocacy platforms, including community screenings, online platforms, and donor engagements.

3.0. TARGET GROUP:

The documentary will feature and involve:

- 1) Young persons with disabilities, particularly WGDs, who have participated in project activities (survey respondents, training beneficiaries, job placement participants).
- 2) District local government officials (Mayuge and Iganga) involved in the implementation of the PWD Employment Ordinances.
- 3) Selected employers and Business Development Service (BDS) providers engaged under the project.
- 4) IDIWA program staff supporting production.

4.0 SCOPE OF WORK

The scope of work for the Consultant will include planning, filming, editing, and delivering a short documentary on overcoming barriers to gainful employment for young PWDs in Iganga and Mayuge districts.

Detailed Scope:

1. Inception & Pre-Production (Phase 1):

- a. Review project documents (proposal, survey/assessment report).
- b. Present inception report to IDIWA detailing shooting schedule and plan
- c. Develop a shooting script and shot list, and identify and obtain informed consent from participants to be featured.

2. Consultation & Coordination (Phase 2):

- a. Consult and coordinate with IDIWA Management and field staff to confirm filming locations, schedules, and logistics in Iganga and Mayuge districts.

3. Production/ Video Shooting (Phase 3):

- a. Apply disability-inclusive, ethical, and participatory filming approaches.
- b. Film stories of young PWDs/WGDs on barriers faced and progress made.
- c. Capture footage of training activities and brief interviews with district officials and employers.

4. Post-Production & Editing (Phase 4):

- a. Edit raw footage into a coherent short documentary, incorporate voice-over/captions and subtitles.

5. Review & Final Delivery (Phase 5):

- a. Share a first draft with IDIWA for review and feedback, incorporate revisions, and deliver the final approved documentary together with raw footage and a short production report.

5.0 METHODOLOGY

The Consultant will use participatory, ethical, and disability-inclusive documentary filmmaking approaches. Methodologies should include interviews/testimonies, observational footage of training and workshop settings, beneficiary impact storytelling, and accessible editing techniques (captions/subtitles, clear audio).

6.0. EXPECTED DELIVERABLES

The key deliverables are:

- a) Approved inception report with a script/storyline and shooting schedule.
- b) Signed consent forms from all participants featured in the documentary.
- c) Collection of photos captured during the documentary (organized and labelled) handed over to IDIWA.
- d) A final edited, accessible short documentary (approximately 10–15/20 minutes) on overcoming barriers to gainful employment for young PWDs, with captions/subtitles.
- e) A short-form cut (1–3 minutes) suitable for social media promo and quick advocacy sharing.

7.0 KEY ACTIVITIES AND TIMEFRAME

No	Activity	Timeframe
1	Submission of the technical and financial proposals, and inception report with a script/storyline and shooting schedule.	13 th October, 2026
2	Presentation of the inception report to the IDIWA team	14 th October, 2026
3	Contract signing	14 th October, 2026
4	Submit a final updated inception report for approval	16 th October, 2026
5	Mobilization of participants for filming	16 th October
6	Conduct video shooting in Iganga and Mayuge districts (3 days)	20 th – 22 nd October, 2026
7	Post-production: video editing, captioning/subtitling	22 nd - 31 st October, 2026
8	Submission of draft one for IDIWA review and feedback	2 nd November, 2026
9	Incorporate revisions and submit final documentary, promo cut, and photos	9 th November, 2026.

8.0. IDIWA'S ROLES AND RESPONSIBILITIES

- 1) Provide necessary background documents (proposal, survey/assessment report).
- 2) Identify and mobilize participants for filming and secure necessary permissions/introductions with district officials, employers, and BDS providers.
- 3) Coordinate logistics, including transport and accessibility arrangements.
- 4) Review and approve the shooting script/storyline, draft cut, and final documentary.
- 5) Pay the consultant upon successful delivery of outputs, as per IDIWA rules and regulations.
- 6) Perform any other tasks as described in the contract document

9.0 COMPLETION CRITERIA

- 1) All outputs submitted to IDIWA must be relevant to the deliverables mentioned in this ToR.
- 2) The Consultant must be proactive and ready to provide information and timely updates on progress of the assignment as requested by IDIWA.
- 3) The Consultant/firm has to follow IDIWA guidelines to ensure the quality and accessibility of the final documentary.

10.0 DURATION OF WORK AND WORK STATION

The duration of the assignment will be 22 working days, starting from 13th October to 9th November, 2026. The Consultant is expected to travel to Iganga and Mayuge districts for filming, and may work from their own set-up for editing and post-production, while attending online review meetings organized by IDIWA as required.

11.0 SPECIAL TERMS AND CONDITIONS

1) Confidentiality Statement and Intellectual Property of Data

All information, footage, and materials obtained from IDIWA, project participants, and stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this ToR. All intellectual property rights, including raw and edited footage, arising from the execution of this ToR are assigned to IDIWA according to the grant agreement. The Consultant may not use, reproduce, or disclose the footage or final documentary for any other purpose without the express advance written authorization of IDIWA. All participants featured must have given informed consent for their image, voice, and story to be used.

2) Unsatisfactory or incomplete work

For the assignment, the IDIWA's Standard Rules and Procedures for Implementation Agreement shall be applicable. In the event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, IDIWA reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

3. Schedule of Reporting and Payment

No.	DELIVERABLE	Tentative dates of completion	Payment in %
1.	Signed contract.	14 th October, 2026	60%
2	Approved inception report.	16 th October, 2026	
3	Draft video for IDIWA's review and comment.	20 th – 22 nd October, 2026	
6	Final (approved) documentary and high resolution photos.	9 th November, 2026	40%

12. QUALIFICATIONS, EXPERIENCE AND ELIGIBILITY OF CONSULTING FIRM/INDIVIDUAL

At a minimum, the company/individual should possess and demonstrate the combined skill sets and experience detailed below:

1) Academic qualifications

- a. Minimum: Diploma or Bachelor's degree in Film, Video Production, Journalism, Mass Communication, or a related field.
- b. Preferred: Additional training/certification in documentary filmmaking, videography, or visual storytelling.

2) Professional experience

- a. Minimum 3–5 years' proven experience in documentary/video production, filming, and editing.
- b. A demonstrable portfolio of past documentaries or video productions, particularly on human rights, development, or advocacy themes.
- c. Practical experience working with OPDs (Organizations of Persons with Disabilities), women's rights organizations, or other vulnerable groups, with strong skills in GESI and ethical storytelling.
- d. Demonstrated capability in accessible video production, including captioning/subtitling and consideration of sign language interpretation.

3) Technical competencies

- a. Own professional filming equipment (camera, audio recording equipment, lighting) and video editing software.
- b. Strong storytelling, scripting, filming, and video editing skills.
- c. Clear understanding of ethical filming practices, consent processes, and safeguarding of vulnerable participants, particularly persons with disabilities.

4) Eligibility criteria

- a. For Individual Consultant:
- b. Must be registered and legally eligible to work in Uganda.
- c. Must provide at least 3 references from similar assignments in the last 3 years.
- d. Must submit a sample/link of at least one previous documentary or video production.

- e. Must be willing to sign IDIWA's Code of Conduct, NDA, and Data Processing Agreement.
- f. For Consulting Firm:
- g. Must be legally registered in Uganda with a valid TIN and trading license.
- h. Must have at least 1 lead videographer/producer meeting the qualifications above.
- i. Must provide a company profile and CVs of the proposed team.
- j. Must demonstrate experience with at least 2 similar assignments in the last 3 years.

5) Other requirements

- a. Safeguarding: Must have no history of violation of safeguarding, PSEA, or child protection policies.
- b. Integrity: Must be able to handle sensitive and confidential information, including personal stories of persons with disabilities, professionally.
- c. Availability: Must be available to complete the assignment within the stipulated 12 working days.
- d. Language: Excellent spoken and written English; knowledge of local languages (Lusoga/Luganda) is an added advantage.

6) Functional competencies

- a. Ability to work with minimal supervision.
- b. Must be results-oriented, a team player, exhibiting a high level of enthusiasm, diplomacy, and integrity.
- c. Excellent interpersonal and communication skills for effective engagement with vulnerable participants and stakeholders.
- d. Evidence of having undertaken similar assignments.
- e. Ability to work efficiently and deliver on committed outputs within agreed timelines and deadlines.

13.0 RECOMMENDED PRESENTATION OF PROPOSAL

Interested firms/individual consultants must submit the following detailed proposal with qualifications of the prospective firm/consultant, technical and financial proposal to enable appraisal of competing bids.

The technical proposal should include the following details:

- a) **Firm Information**-Name of the firm/organization and details of registration, address and bank account, business certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable.

- b) **Relevant experience:** Description of experience in projects of a comparable nature; with specific description of past assignment of the firm/organization in related work;
- c) **Process:** The Technical proposal and inception shall contain a detailed description of the process the firm/organization intends to follow to complete the tasks, including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon.
- d) **Human Resources:** The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the tasks including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e., legal, linguistic, drafting and editing experience among others.
- e) **Tools and methodologies:** The Technical Proposals must detail tools and methodologies that will be used to ensure the accuracy and revision by the selected contractor, with the highest standard and quality.

The Financial Proposal should include the following:

The Financial Proposal shall specify a total delivery and indicative budget in Uganda Shillings including consultancy fees and all associated costs, i.e., travel cost, subsistence per diems, and printing costs, where necessary.

In order to assist IDWA in the assessment, the financial proposals shall include a breakdown of this disclosing the key assumption employed in costing the tasks.

The consultant will be paid professional fees as compensation for his/her technical/professional expertise and time invested in the delivery of the expected outputs. This will be discussed and agreed amicably for a win-win for both the consultant and IDIWA

Notable

1. The Consultant will be responsible for declaration of the income for income tax purposes and where applicable, IDIWA will make 6% statutory deductions (from the gross payment) payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda
2. The cost of preparing a proposal and of negotiating a contract including any related travel, is not reimbursable as a direct cost of the assignment.
3. The successful contractor will sign up to IDIWA safeguarding protocols.

14.0 APPLICATION PROCEDURE

Interested candidates/firms should submit the following:

- 1) Application.

- 2) Technical Proposal - Methodology and work plan.
- 3) Financial Proposal - Detailed budget with professional fees.
- 4) CVs/Company Profile, copies of Academic Certificates and Certifications.
- 5) Sample of Previous Work.
- 6) Contact details of two professional references from institutions/ Organization you have previously worked for.
- 7) Daytime telephone number.

Applications should be addressed to email: idiwa2009@gmail.com, and submitted no later than **Wednesday, 30th September, 2026**, 5:00 pm. EAT.